KASSON CITY COUNCIL REGULAR MEETING AGENDA
Wednesday, July 8, 2020
6:00 PM

5:00 Work Session – Mike Bubany, David Drown and Assoc

PLEDGE OF ALLIEGANCE

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 24, 2020

   b. Claims processed after the June 24, 2020 regular meeting, as audited for payment

   c. Resolution Accepting Fire Department Donation

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

1. Easement Vacation of all easements in Hack's 2nd Subdivision

F. COMMITTEE REPORT

1. Park Board Minutes – DRAFT June 2020
   a. Recommendation to change large group weekday morning rate to $200
   b. Recommendation to change parent/tot and lap swim to $3 a person
   c. Recommendation to change softball fees to $150 for the City and $87 for Festival in the Park

G. OLD BUSINESS

1. Council Salary Discussion
2. Personnel Policy Update

H. NEW BUSINESS

1. American Legion Parade
2. Upgrade Technology

I. ADMINISTRATORS REPORT

1. Administrator's Memo
    a. CARES Funding

J. ENGINEER'S REPORT

1. ADA Transition Plan - draft
    a. Council review and comment

K. PERSONNEL

1. Firefighter Resignation – Nick Fitch

L. ATTORNEY

M. CORRESPONDENCE

1. June PD Stats
2. Department Head Meeting Notes
3. Cash and Investment Summary
4. Income Statement
5. 2019 Arena Statement
6. Virtual Fleet Survey
7. Bio Bot – wwtf sample collection May 26
8. Charter Rate Changes
9. National League of Cities – State of the States

N. ADJOURN

KASSON CITY COUNCIL MEETING
Wednesday, June 24, 2020
6:00 PM

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 24th day of June, 2020 at 6:00 PM.

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

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Administrator Tim Ibisch, City Clerk Linda Rappe and Finance Director Nancy Zaworski, City Attorney Melanie Leth, City Engineer Brandon Theobald, Sergeant Josh Hanson, David Dubbels, and Alex Nuehring

PLEDGE OF ALLIEGANCE
APPROVE AGENDA
Add: G.2 Aquatic Center Feedback
Add: I. 6 Tax Increment Financing District

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

CONSENT AGENDA
Minutes from June 10, 2020

Claims processed after the June 10, 2020 regular meeting, as audited for payment in the amount of $473,587.20

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

Acknowledge Committee Minutes
- Library Board Minutes January 2020
- Library Board Minutes January Special 2020
- Library Board Minutes Feb 2020
- Library Board Minutes March 2020
- Library Board Minutes March Special 2020
- Library Board Minutes May 2020

Evaluations:

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

Pay Request #2	CCTV Hydro-Klean	$53,165.52

Motion to Approve made by Councilperson Eggler, second by Councilperson Zelinske with All voting Aye.

VISITORS TO THE COUNCIL

MAYOR'S REPORT
The Pool feedback to him has been good.
Reminder to main street business about weeds in sidewalks and along the buildings
Had an issue with a political flag on a City utility pole in town and that will come down by the end of the week and the Mayor asked staff to put something on website regarding political signs and flags.
There is a little boy named Kasson coming for a visit this weekend.

PUBLIC FORUM
PUBLIC HEARING
COMMITTEE REPORT
Heaser Variance Denial Recommendation – **Motion to Approve the Planning Commission Recommendation made by Councilperson Eggler, second by Councilperson Zelinske with All Voting Aye.**

Resolution 6.2-20
Resolution Denying A Variance for the Property known as 903 12th Ave NW, Kasson, MN
(on file)

EDA – Trail Grant – The Grant was approved for $82,390. It will go from 7th st to the west to the Dodge County Sunset trail. There is a path there already.

EMS Committee – PD Protest Guidance – informational for Council. They had a good meeting of the EMS committee last week. Administrator Ibisch will be working with Fire Chief and the Police Chief on an emergency management plan.

OLD BUSINESS
Personnel Policy – Administrator Ibisch stated that this is the final opportunity to get feedback from Council and a final redlined copy will be at a future meeting.

Pool feedback – Administrator Ibisch state that there has been positive feedback and the staff is doing a good job on social distancing. He received negative feedback today regarding the reservation system and pricing. Council agreed and asked staff to maintain current system and guidelines.

NEW BUSINESS
Pictometry Agreement – **Motion to Approve the Agreement made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye.**

COVID-19 Plan – An updated plan has been emailed to Council. This is the guidance that will be posted in the workplace. Enforcing it is doing the best we can. **Motion to Approve the Plan made by Mayor McKern, second by Councilperson Ferris with All Voting Aye.**

ADMINISTRATORS REPORT
Administrators Report – Administrator Ibisch went through his report. The Ice Arena has had all of their sessions full.

Funding Report - Kasson's share of the CARES funding is $490K

Natural Gas Franchise – This has been brought up to Council before and we are looking for a yes or no on whether the council would like to pursue this. Mayor McKern would like Ibisch to come up with a couple of ideas and they are willing to look at a franchise fee. Ibisch proposed either a flat fee or a percentage of sales.

Electric Rules and Regs Suggested Change – Electric Supervisor, Jarrod Nelson has submitted language for inclusion in the Electrical Rules and Regulations policy for the City. **Motion to Approve made by Councilperson Eggler, second by Councilperson Ferris with All Voting Aye.**
This will be put this in the City newsletter and on the website.

Electrical Main St Extension – Electric Supervisor, Jarrod Nelson submitted an estimate for overhead and underground lines on Main St West as requested by the Council at the last meeting. The estimate for overhead is $12, 670 and the underground estimate is $40,012. Councilperson Zelinske stated that the underground will be more than that since the north side of the street is not feasible and will have to cross Main St. Councilperson Zelinske stated that he would be in favor of the overhead. **Motion to Authorize the Extension made by Councilperson Eggler, second by Councilperson Zelinske with All Voting Aye.**

Motion to have the Extension go overhead made by Councilperson Zelinske, second by Councilperson Ferris with All Voting Aye.

TIF District – Administrator Ibisch would the Council's opinion about giving TIF to an apartment building complex on the corner of 16th St NE and 5th Ave NE. The city has not done much in the way of housing tif in the past it has been mostly business tifs. They would want more information but with this information they would not be inclined to provide Tif.

ENGINEER'S REPORT
Engineer Theobald gave an update on the crack fillers being in town and the chip sealing will be in the next couple weeks.
ADA Transition Plan will be in a future Council packet.
MnDOT did some patching on Mantorville Ave.
The Highway 57 project will not include the 16th St. roundabout. That is a future project.

The Engineer and Administrator suggested putting more of a public works area on the city website with projects and future projects.

PERSONNEL
ATTORNEY

CORRESPONDENCE
Correspondence was reviewed

ADJOURN 7:00PM
Motion to Adjourn made by Councilperson Eggler, second by Councilperson Ferris with all voting Aye to Adjourn.

ATTEST:

_____ _____
Linda Rappe, City Clerk Chris McKern, Mayor

SIGNATURE PAGE

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

THIS INCLUDES WARRANT NUMBERS:

#1 - #3

GRAND TOTAL SUBMITTED FOR PAYMENT $ 339,125.23

DATE APPROVED: 07-08-2020

#1	$59,967.77
#2	482.45
#3	278,778.72
	$339,228.94
	- 25.19 (Fund 101) VOID
	- 78.52 (Fund 604) CHECKS
	$339,125.23

#1

For Pay Date = 06/25/20
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
34355		187 DODGE COUNTY	6,500.00								
		GUF2020 06/18/20 2020 GIS USER FEES	1,000.00			101	310	4310	440		1010
		GUF2020 06/18/20 2020 GIS USER FEES	1,000.00			601	944	4944	440		1010
		GUF2020 06/18/20 2020 GIS USER FEES	1,000.00*			602	949	4949	440		1010
		GUF2020 06/18/20 2020 GIS USER FEES	1,000.00			604	959	4959	440		1010
		GUF2020 06/18/20 2020 GIS USER FEES	1,000.00*			605	964	4964	440		1010
		2020Kasson 06/18/20 2020 PICTOMETRY USER AGRMN	1,500.00			101	192	4192	309		1010
		Total for Vendor:	6,500.00								
34354		6136 HYDRO-KLEAN, LLC	53,165.52								
		06/11/20 REQ #2-CCTV INSPECT SAN SEWER	53,165.52			602	948	4948	440		1010
		Total for Vendor:	53,165.52								
34357		3825 JOHN DEERE FINANCIAL f.s.b.	38.60								
		B&WIK91633 06/11/20 EXM SPK, BLADE NOTCH	38.60			602	947	4947	220		1010
		Total for Vendor:	38.60								
34359		2617 MENARDS-ROCHESTER NORTH	88.15								
		65338 06/03/20 CONCRETE MIX/EXPAN JOINT-WELL	88.15			601	943	4943	220		1010
		Total for Vendor:	88.15								
34360		4087 NSF - MSF	130.00								
		06/25/20 '20 MENS S/B REG.-8 TEAMS	130.00			101	517	4517	210		1010
		Total for Vendor:	130.00								
34356		58 PETTY CASH - CLERKS OFFICE	45.50								
		05/12/20 DIST. WATER-PST. MTR.	1.14			101	140	4140	210		1010
		05/12/20 DIST. WATER-PST. MTR.	0.23			601	943	4943	210		1010
		05/12/20 DIST. WATER-PST. MTR.	0.23			602	948	4948	210		1010
		05/12/20 DIST. WATER-PST. MTR.	0.46			604	957	4957	210		1010
		05/12/20 DIST. WATER-PST. MTR.	0.23			605	963	4963	210		1010
		06/01/20 PST.-WATER SAMPLES TO MDH	21.85			601	944	4944	325		1010
		06/18/20 PAPER TOWELS-WWTP	21.36			602	948	4948	210		1010
		Total for Vendor:	45.50								
		# of Claims 6	Total:	59,967.77							

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

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	$2,631.14
601 Water Fund	
1010 CASH-OPERATING	$1,110.23
602 Sewer Fund	
1010 CASH-OPERATING	$54,225.71
604 Electric Fund	
1010 CASH-OPERATING	$1,000.46
605 Storm Water	
1010 CASH-OPERATING	$1,000.23
Total:	$59,967.77

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

The claim batch dated _____ are approved for payment.

See Signature Page

APPROVED _____ Council Member

_____ Council Member

CITY OF KASSON
Claim Approval List
For the Accounting Period: 6/20
For Pay Date: 06/29/20

#2

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
34437	E	5691 FURTHER-FSA	26.93								
	39469913	06/23/20 FLEX REIMBURSEMENT	26.93			101		2177			1010
		Total for Vendor:	26.93								
34438	E	3785 I.R.S.	455.52								
	06/29/20	L.T.D. S.S. MATCH	236.50			101	140	4140	122		1010
	06/29/20	L.T.D. MEDICARE MATCH	55.31			101	140	4140	123		1010
	06/29/20	S.T.D. S.S. MATCH	132.68			101	140	4140	122		1010
	06/29/20	S.T.D. MEDICARE MATCH	31.03			101	140	4140	123		1010
		Total for Vendor:	455.52								
		# of Claims 2	Total:	482.45							
		Total Electronic Claims		482.45							
		Total Non-Electronic Claims									

For the Accounting Period: 6/20

For Pay Date: 06/29/20

* ... Over spent expenditure

Claim / Check	Vendor #/Name/ 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 (7/18) ****									
29067	5722 DUNCAN, RICHARD	78.52								
1864-10	06/27/18 RL MTR DEP REFUND AFT APPL TO	78.52			604		2212			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 3 Total: 341.51

Already Addressed earlier

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

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	$219.46 + 262.99 = 482.45
604 Electric Fund	
1010 CASH-OPERATING	$-78.52 + 78.52 = 0
Total:	$140.94

$482.45

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

#3

For the Accounting Period: 7/20
For Pay Date: 07/09/20

For Pay Date = 07/09/20
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
34362		4496 ALL SEASONS POWER & SPORT	89.97								
	45236	06/19/20 CHAINSAW PARTS	26.98			101	524	4524	430		1010
	45237	06/19/20 WEED WHIP PARTS	62.99			101	524	4524	430		1010
		Total for Vendor:	89.97								
34363		5664 AMARIL UNIFORM COMPANY	88.86								
	IV171328	06/16/20 NELSON-F R UNIFORM PANT	88.86			604	957	4957	214		1010
		Total for Vendor:	88.86								
34430		4154 AMERICAN RED CROSS-HEALTH &	380.00								
	22280335	06/24/20 LIFEGUARD TRAINING (10)	380.00*			101	514	4514	430		1010
		Total for Vendor:	380.00								
34406		3063 ANDERSON, KRIS	25.19								
REPLACES CHECK # 58592 FROM 09/12/19											
		09/15/19 SHIPPING BOXES FOR KAC UMBRELL	25.19			101	514	4514	210		1010
		Total for Vendor:	25.19								
34422		5049 ARTISAN BEER COMPANY	136.35								
	3423790	06/23/20 BEER	136.35			609	975	4975	252		1010
		Total for Vendor:	136.35								
34432		203 BAKER & TAYLOR INC	66.21								
	2035287745	06/09/20 BOOKS	43.80			211	550	4550	218		1010
	2035314152	06/22/20 BOOK	13.66			211	550	4550	218		1010
	2035317508	06/22/20 BOOKS	19.75			211	550	4550	218		1010
	2035317508	06/22/20 AUDIO BOOK	21.99			211	550	4550	219		1010
	3212514	06/22/20 cr-BOOK RETURN	-32.99			211	550	4550	218		1010
		Total for Vendor:	66.21								
34364		1012 BELLBOY CORPORATION	501.98								
	0101468500	06/09/20 cr-OLIVES	-18.25			609	975	4975	259		1010
	0084508600	06/18/20 LIQUOR	221.90			609	975	4975	251		1010
	0084508600	06/18/20 FREIGHT	2.00			609	975	4975	335		1010
	0101565800	06/25/20 DUM DUMS	16.03			609	976	4976	343		1010
	0101565800	06/25/20 COOLERS	49.00			609	975	4975	254		1010

For Pay Date = 07/09/20
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	0101565800	06/25/20 FREIGHT	2.30			609	975	4975	335		1010
	0101565800	06/25/20 D C TRANSIT TAX	0.08			609	976	4976	343		1010
	0101565800	06/25/20 D C TRANSIT TAX	-0.08			609		2026			1010
	0101543300	06/22/20 cr-DUM DUMS	-16.03			609	976	4976	343		1010
	0101543300	06/22/20 cr-D C TRANSIT TAX	-0.08			609	976	4976	343		1010
	0101543300	06/22/20 cr-D C TRANSIT TAX	0.08			609		2026			1010
	0084614700	06/25/20 LIQUOR	241.03			609	975	4975	251		1010
	0084614700	06/25/20 FREIGHT	4.00			609	975	4975	335		1010
		Total for Vendor:	501.98								
34365		5883 BLEESS, NATHAN	20.00								
	SP712285	06/18/20 SPEC ENG LICENSE RENEWAL	20.00			602	947	4947	334		1010
		Total for Vendor:	20.00								
34366		22 BORDER STATES INDUSTRIES INC	304.22								
	920124034	06/11/20 600 AMP CLAMP	304.22			604	957	4957	240		1010
		Total for Vendor:	304.22								
34367		5239 BREAKTHRU BEVERAGE MN WINE &	7,145.07								
	1081144358	06/17/20 LIQUOR	1,823.69			609	975	4975	251		1010
	1081144358	06/17/20 WINE	576.00			609	975	4975	251		1010
	1081144358	06/17/20 MIXES	109.50			609	975	4975	254		1010
	1081144358	06/17/20 FREIGHT	41.32			609	975	4975	335		1010
	1081144359	06/17/20 BEER	55.30			609	975	4975	252		1010
	1081147304	06/24/20 LIQUOR	1,589.77			609	975	4975	251		1010
	1081147304	06/24/20 WINE	128.00			609	975	4975	251		1010
	1081147304	06/24/20 FREIGHT	20.66			609	975	4975	335		1010
	1081147305	06/24/20 BEER	122.75			609	975	4975	252		1010
	1081149998	06/30/20 LIQUOR	2,240.73			609	975	4975	251		1010
	1081149998	06/30/20 WINE	288.00			609	975	4975	251		1010
	1081149998	06/30/20 MIXES	22.00			609	975	4975	254		1010
	1081149998	06/30/20 FREIGHT	44.40			609	975	4975	335		1010
	1081149999	06/30/20 BEER	82.95			609	975	4975	252		1010
		Total for Vendor:	7,145.07								

For Pay Date = 07/09/20
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
34433		6156 BROWN, TONY	80.00								
	06/30/20	RETURN PARK SHELTER RESERV	74.51			101	510	3622			1010
	06/30/20	SALES TAX RETURN	5.12			101		2025			1010
	06/30/20	D C TRANSIT TAX	0.37			101		2026			1010
		Total for Vendor:	80.00								
34368		5939 CAMPBELL, JESSE	98.45								
REPLACES CHECK # 58289											
	07/16/19	DEBRIS FROM FLOODING	98.45*			101	417	4417	430		1010
		Total for Vendor:	98.45								
34423		3385 CANNON RIVER WINERY	468.00								
	8382 06/25/20	WINE	468.00			609	975	4975	251		1010
		Total for Vendor:	468.00								
34408		5514 CEDA	10,907.00								
	06/28/20	3rd QTR 2020 EDA SERVICES	10,907.00			290	650	4650	444		1010
		Total for Vendor:	10,907.00								
34369		5667 CINTAS	90.70								
	4053686097 06/19/20	MATS-L.S.	90.70*			609	979	4979	410		1010
		Total for Vendor:	90.70								
34370		34 CITY OF KASSON	3,949.46								
	06/23/20	334,700 GAL TO FILL POOLS	3,949.46			101	514	4514	380		1010
		Total for Vendor:	3,949.46								
34409		3070 CLEAN PLUS INC/CPI DIVISIONS	84.00								
	2006330 06/29/20	COVID-COMMUNITY SHELTER SUPPL	42.00			101	417	4417	210		1010
	2006330 06/29/20	COVID-CITY HALL SUPPLIES	42.00			101	417	4417	210		1010
		Total for Vendor:	84.00								
34371		668 CONTINENTAL RESEARCH CORP	795.90								
	15378 06/12/20	4CQ PLUS/FOGGER ATOMIZER	795.90			101	514	4514	220		1010
		Total for Vendor:	795.90								

For Pay Date = 07/09/20
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
34410		6155 DC CUSTOMS	175.00								
	000007	06/29/20 P D PLAQUE-BERGHUIS	175.00			101	210	4210	210		1010
		Total for Vendor:	175.00								
34372		5156 DODGE COUNTY INDEPENDENT/DODGE	1,324.05								
	9921	06/18/20 ORD 876-CABLE FRANCHISE	37.05			101	113	4113	353		1010
	9956	06/25/20 PUBLIC HEARING NOTICE	39.00			101	111	4111	351		1010
	9807	05/28/20 ANN'L FINANCIAL REPORT	1,248.00			101	153	4153	351		1010
		Total for Vendor:	1,324.05								
34399		6150 FIRST COMMONWEALTH BANK	1,408.35								
	2721B-03	06/26/20 REFUND OVERPAYMENT ON ACCT	1,408.35			604		2212			1010
		Total for Vendor:	1,408.35								
34373		5678 FURTHER	159.05								
	15484357	06/08/20 JUNE-PARTICIPANT FEES	159.05*			101	140	4140	440		1010
		Total for Vendor:	159.05								
34411		56 GILLETTE PEPSI ROCHESTER	855.98								
Inv. 9318293 was also paid to vendor 2484. We have a credit balance.											
	9323267	06/16/20 AC CONCESSIONS	858.76			101	514	4514	262		1010
	9324422	06/23/20 AC CONCESSIONS	260.08			101	514	4514	262		1010
	9318293	05/12/20 cr-DUPLICATE PYMNT-PARK POP M	-262.86			101	510	4510	430		1010
		Total for Vendor:	855.98								
34374		3767 GOODIN COMPANY	174.07								
	1594770-00	06/18/20 CHROME END CAPS FOR K.A.C.	174.07			101	514	4514	220		1010
		Total for Vendor:	174.07								
34424		77 HAWKINS INC	3,428.70								
	4739767	06/10/20 CHLORINE/SODIUM HYDROX	3,428.70			101	514	4514	210		1010
		Total for Vendor:	3,428.70								

For Pay Date = 07/09/20
* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
34375		5064 HOMETOWN HAULERS LLC	1,148.00								
	74244	07/01/20 JUNE GARBAGE-C H	33.56			101	323	4323	430		1010
	74244	07/01/20 JUNE GARBAGE-LIBRARY	57.18			101	323	4323	430		1010
	74244	07/01/20 JUNE GARBAGE-WWTP	152.86*			602	947	4947	430		1010
	74244	07/01/20 JUNE GARBAGE-SHOP	192.77			101	323	4323	430		1010
	74244	07/01/20 JUNE GARBAGE-F D	76.43			101	323	4323	430		1010
	74244	07/01/20 JUNE GARBAGE-L S	53.21			101	323	4323	430		1010
	74244	07/01/20 JUNE GARBAGE-PARKS	444.46			101	323	4323	430		1010
	74244	07/01/20 JUNE GARBAGE-P D	33.39			101	323	4323	430		1010
	74244	07/01/20 JUNE GARBAGE-ARENA	104.14			606	516	4516	430		1010
		Total for Vendor:	1,148.00								
34425		25 JOHNSON BROTHERS LIQUOR CO	3,145.70								
	1582947	06/23/20 LIQUOR	1,398.35			609	975	4975	251		1010
	1582948	06/23/20 WINE	1,710.35			609	975	4975	251		1010
	1582949	06/23/20 MIXES	37.00			609	975	4975	254		1010
		Total for Vendor:	3,145.70								
34376		3890 LETH ELECTRIC INC	2,540.00								
	5695	06/11/20 15 RESIDENTIAL LOAD CONTROLLER	1,800.00			604	959	4959	429		1010
	5695	06/11/20 5 LOAD CONTROLLER REPLACEMENTS	500.00			604	959	4959	429		1010
	5731	06/29/20 2 RESIDENTIAL LOAD CONTROLLERS	240.00			604	959	4959	429		1010
		Total for Vendor:	2,540.00								
34413		2689 LOCATORS & SUPPLIES INC	417.56								
	0285499-IN	06/23/20 BLUE FLAGS	104.40			601	943	4943	210		1010
	0285499-IN	06/23/20 GREEN FLAGS	313.16			602	948	4948	210		1010
		Total for Vendor:	417.56								
34400		6151 MANIO, VOLET	64.23								
	1345-18	06/26/20 RL MTR DEP REFUND AFT APPL TO	64.23			604		2212			1010
		Total for Vendor:	64.23								

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
34377		2156 MCGRANN SHEA CARNIVAL STRAUGHN	730.00								
	132643	06/11/20 LEGAL-ELEC SERV TERR-MAY	730.00			604	959	4959	304		1010
		Total for Vendor:	730.00								
34434		2478 MENARDS-ROCHESTER SOUTH	235.17								
	19850	06/30/20 CONCRETE-PARK SIGNS INSTALL	235.17			101	522	4522	220		1010
		Total for Vendor:	235.17								
34414		89 METRO SALES INC	530.65								
	INV1615816	06/24/20 QTRLY MAINT-B&W-P D 6/26-9	322.00			101	210	4210	210		1010
	INV1615816	06/24/20 QTRLY MAINT-CLR-P D 6/26-9	22.83			101	210	4210	210		1010
	INV1615816	06/24/20 QTRLY MAINT-CLR-F D 6/26-9	52.01			101	220	4220	210		1010
	INV1615816	06/24/20 QTRLY MAINT-B&W-PWB 6/26-9	15.20			601	944	4944	210		1010
	INV1615816	06/24/20 QTRLY MAINT-B&W-PWB 6/26-9	15.20			602	949	4949	210		1010
	INV1615816	06/24/20 QTRLY MAINT-B&W-PWB 6/26-9	30.40			604	959	4959	210		1010
	INV1615816	06/24/20 QTRLY MAINT-B&W-PWB 6/26-9	15.20			605	963	4963	210		1010
	INV1615816	06/24/20 SALES TAX	2.09			604	959	4959	210		1010
	INV1615816	06/24/20 SALES TAX	-2.09			604		2025			1010
	INV1615816	06/24/20 D C TRANSIT TAX	0.15			604	959	4959	210		1010
	INV1615816	06/24/20 D C TRANSIT TAX	-0.15			604		2026			1010
	INV1615816	06/24/20 QTRLY MAINT-CLR-PWB 6/26-9	11.56			601	944	4944	210		1010
	INV1615816	06/24/20 QTRLY MAINT-CLR-PWB 6/26-9	11.56			602	949	4949	210		1010
	INV1615816	06/24/20 QTRLY MAINT-CLR-PWB 6/26-9	23.13			604	959	4959	210		1010
	INV1615816	06/24/20 QTRLY MAINT-CLR-PWB 6/26-9	11.56			605	963	4963	210		1010
	INV1615816	06/24/20 SALES TAX	1.59			604	959	4959	210		1010
	INV1615816	06/24/20 SALES TAX	-1.59			604		2025			1010
	INV1615816	06/24/20 D C TRANSIT TAX	0.11			604	959	4959	210		1010
	INV1615816	06/24/20 D C TRANSIT TAX	-0.11			604		2026			1010
		Total for Vendor:	530.65								
34401		6152 MEYER, JEREMIAH J.	5.50								
	1769-15	06/26/20 RL MTR DEP REFUND AFT APPL TO	5.50			604		2212			1010
		Total for Vendor:	5.50								

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
34378		4613 MILLNER HERITAGE VINEYARD &	308.70								
		3540 06/18/20 WINE	308.70			609	975	4975	251		1010
		Total for Vendor:	308.70								
34396		264 MN RURAL WATER ASSN	300.00								
		06/30/20 BLEESS-LINE TRACING TRAINING	75.00			601	944	4944	333		1010
		06/30/20 BLEESS-LINE TRACING TRAINING	75.00			602	949	4949	333		1010
		06/30/20 ULVE-LINE TRACING TRAINING	75.00			601	944	4944	333		1010
		06/30/20 ULVE-LINE TRACING TRAINING	75.00			602	949	4949	333		1010
		Total for Vendor:	300.00								
34379		978 MTI DISTRIBUTING INC	260.61								
		1262680-00 06/18/20 WHEEL PARTS-GROUNDMASTER M	260.61			101	522	4522	220		1010
		Total for Vendor:	260.61								
34380		60 NORTHERN BEVERAGE DIST. CO. LL	13,365.24								
		653759 06/18/20 BEER	6,229.50			609	975	4975	252		1010
		656363 06/25/20 BEER	7,133.74			609	975	4975	252		1010
		656363 06/25/20 FREIGHT	2.00			609	975	4975	335		1010
		Total for Vendor:	13,365.24								
34381		2678 NORTHLAND TRUST SERVICES INC	102,000.00								
		KASS11A 06/09/20 2011A G O REFUNDING-INT	1,080.00			601	710	4710	611		1010
		KASS12A 06/09/20 2012A G O STREET UTIL-INT	2,051.01*			382	710	4710	611		1010
		KASS12A 06/09/20 2012A G O STREET UTIL-PAY AGT	123.75*			382	710	4710	620		1010
		KASS12A 06/09/20 2012A G O STREET UTIL-INT	834.23*			605	710	4710	611		1010
		KASS12A 06/09/20 2012A G O STREET UTIL-PAY AGT	123.75*			605	710	4710	620		1010
		KASS12A 06/09/20 2012A G O STREET UTIL-INT	1,155.18			601	710	4710	611		1010
		KASS12A 06/09/20 2012A G O STREET UTIL-PAY AGT	123.75*			601	710	4710	620		1010
		KASS12A 06/09/20 2012A G O STREET UTIL-INT	149.58			602	710	4710	611		1010
		KASS12A 06/09/20 2012A G O STREET UTIL-PAY AGT	123.75*			602	710	4710	620		1010
		KASS14C 06/09/20 2014C G O IMPROV-PAY AGT	495.00*			389	710	4710	620		1010
		KASS14C 06/09/20 2014C G O IMPROV-INT	4,612.50*			389	710	4710	611		1010
		KASS15A 06/09/20 2015A G O REFUNDING-INT	8,904.82*			392	710	4710	611		1010
		KASS15A 06/09/20 2015A G O REFUNDING-PAY AGT	99.00*			392	710	4710	620		1010
		KASS15A 06/09/20 2015A G O REFUNDING-INT	3,738.24			601	710	4710	611		1010

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	KASS15A	06/09/20 2015A G O REFUNDING-PAY AGT	99.00*			601	710	4710	620		1010
	KASS15A	06/09/20 2015A G O REFUNDING-INT	3,574.03			602	710	4710	611		1010
	KASS15A	06/09/20 2015A G O REFUNDING-PAY AGT	99.00*			602	710	4710	620		1010
	KASS15A	06/09/20 2015A G O REFUNDING-INT	2,905.63			604	710	4710	611		1010
	KASS15A	06/09/20 2015A G O REFUNDING-PAY AGT	99.00*			604	710	4710	620		1010
	KASS15A	06/09/20 2015A G O REFUNDING-INT	1,452.28*			605	710	4710	611		1010
	KASS15A	06/09/20 2015A G O REFUNDING-PAY AGT	99.00*			605	710	4710	620		1010
	KASS17A	06/09/20 2017A G O IMPROV & UTIL-INT	38,607.19*			393	710	4710	611		1010
	KASS17A	06/09/20 2017A G O IMPROV & UTIL-PAY A	123.75*			393	710	4710	620		1010
	KASS17A	06/09/20 2017A G O IMPROV & UTIL-INT	11,895.19			601	710	4710	611		1010
	KASS17A	06/09/20 2017A G O IMPROV & UTIL-PAY A	123.75*			601	710	4710	620		1010
	KASS17A	06/09/20 2017A G O IMPROV & UTIL-INT	7,791.00			602	710	4710	611		1010
	KASS17A	06/09/20 2017A G O IMPROV & UTIL-PAY A	123.75*			602	710	4710	620		1010
	KASS17A	06/09/20 2017A G O IMPROV & UTIL-INT	11,269.12*			605	710	4710	611		1010
	KASS17A	06/09/20 2017A G O IMPROV & UTIL-PAY A	123.75*			605	710	4710	620		1010
		Total for Vendor:	102,000.00								
34416		983 OLMSTED MEDICAL CENTER	110.00								
		06/18/20 1 DRUG TEST	35.00			101	920	4920	433		1010
		06/18/20 1 DRUG TEST	75.00			602	948	4948	433		1010
		Total for Vendor:	110.00								
34417		502 ON-SITE COMPUTERS INC	26.25								
	CW68625	06/22/20 SET UP KVM SWITCH	26.25*			101	210	4210	440		1010
		Total for Vendor:	26.25								
34383		2876 PAUSTIS WINE COMPANY	813.20								
	93022	06/17/20 WINE	803.20			609	975	4975	251		1010
	93022	06/17/20 FREIGHT	10.00			609	975	4975	335		1010
		Total for Vendor:	813.20								
34426		23 PHILLIPS WINE & SPIRITS	2,185.36								
	6050438	06/23/20 LIQUOR	1,531.70			609	975	4975	251		1010
	6050439	06/23/20 WINE	529.66			609	975	4975	251		1010
	6050440	06/23/20 MIXES	124.00			609	975	4975	254		1010
		Total for Vendor:	2,185.36								

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
34418		446 PITNEY BOWES GLOBAL FINANCIAL	158.37								
	3104019479	06/19/20 PST MTR LEASE 4/19-7/18	79.19			101	194	4194	410		1010
	3104019479	06/19/20 PST MTR LEASE 4/19-7/18	79.18			604	957	4957	410		1010
	3104019479	06/19/20 SALES TAX	5.44			604	957	4957	410		1010
	3104019479	06/19/20 SALES TAX	-5.44			604		2025			1010
	3104019479	06/19/20 D C TRANSIT TAX	0.39			604	957	4957	410		1010
	3104019479	06/19/20 D C TRANSIT TAX	-0.39			604		2026			1010
		Total for Vendor:	158.37								
34402		6153 PLESCHOURT, KARA	76.35								
	0924-03	06/26/20 RL MTR DEP REFUND AFT APPL TO	76.35			604		2212			1010
		Total for Vendor:	76.35								
34384		2509 PLETTA, CATHY	13.65								
		06/19/20 POSTAGE-RETURN 1st DATA EQUIP	13.65			609	976	4976	430		1010
		Total for Vendor:	13.65								
34419		4358 REINHART FOODSERVICE LLC	2,060.37								
	610953	06/17/20 A C CONCESSIONS	1,040.47			101	514	4514	262		1010
	610953	06/17/20 A C CONCESSIONS SUPPLIES	246.90			101	514	4514	262		1010
	610953	06/17/20 SALES TAX	16.97			101	514	4514	262		1010
	610953	06/17/20 SALES TAX	-16.97			101		2025			1010
	610953	06/17/20 D C TRANSIT TAX	1.23			101	514	4514	262		1010
	610953	06/17/20 D C TRANSIT TAX	-1.23			101		2026			1010
	620327	06/26/20 A C CONCESSIONS	713.42			101	514	4514	262		1010
	620327	06/26/20 A C CONCESSIONS SUPPLIES	59.58			101	514	4514	262		1010
	620327	06/26/20 SALES TAX	4.09			101	514	4514	262		1010
	620327	06/26/20 SALES TAX	-4.09			101		2025			1010
	620327	06/26/20 D C TRANSIT TAX	0.29			101	514	4514	262		1010
	620327	06/26/20 D C TRANSIT TAX	-0.29			101		2026			1010
		Total for Vendor:	2,060.37								
34385		488 RONCO ENGINEERING SALES CO INC	127.49								
	3212758	06/18/20 AMBER BEACON	127.49			602	948	4948	240		1010
		Total for Vendor:	127.49								

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
34386		63 SCHOTT DIST CO INC	18,608.75								
	393170 06/18/20 WINE		230.10			609	975	4975	251		1010
	393170 06/18/20 BEER		4,078.00			609	975	4975	252		1010
	393170 06/18/20 NA BEVERAGE		100.00			609	975	4975	254		1010
	393833 06/25/20 BEER		14,020.00			609	975	4975	252		1010
	393833 06/25/20 NA BEVERAGE		180.65			609	975	4975	254		1010
		Total for Vendor:	18,608.75								
34427		3850 SOUTHERN GLAZER'S OF MN	2,050.40								
	1965246 06/24/20 WINE		438.00			609	975	4975	251		1010
	1965246 06/24/20 LIQUOR		1,591.32			609	975	4975	251		1010
	1965246 06/24/20 FREIGHT		28.42			609	975	4975	335		1010
	57504 06/24/20 WINE CREDIT		-7.34			609	975	4975	251		1010
		Total for Vendor:	2,050.40								
34387		5708 STAPLES BUSINESS CREDIT	372.10								
	7307738200 05/21/20 cr-DRYLINE CRCT TAPE		-1.04			101	140	4140	210		1010
	7307738200 05/21/20 cr-MAGNETIC FILE		-4.59			101	140	4140	210		1010
	7308610605 06/10/20 LAMIN POUCHES/BROTHER PRIN		132.99			101	514	4514	210		1010
	7308961494 06/19/20 TONER/HI LITERS/SHARPIES/L		171.30			101	514	4514	210		1010
	7308964058 06/19/20 PAPER CLIPS/CALC PAPER		14.94			101	140	4140	210		1010
	5139921170 06/22/20 PENS		30.38			101	140	4140	210		1010
	5139955790 06/22/20 PENS		29.96			101	140	4140	210		1010
	7308961494 06/25/20 cr-SHARPIES		-1.84			101	514	4514	210		1010
		Total for Vendor:	372.10								
34397		3571 STATE INDUSTRIAL PRODUCTS CORP.	200.98								
	901508923 05/15/20 FOAMING SANITIZER		200.98			606	516	4516	210		1010
		Total for Vendor:	200.98								
34388		204 THATCHER POOLS & SPAS INC	516.09								
	64591-1 06/19/20 K.A.C. PARTS/ ROPE		516.09			101	514	4514	210		1010
		Total for Vendor:	516.09								

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
34389		2540 THE PENWORTHY COMPANY	150.67								
		0563242-IN 06/19/20 BOOKS	150.67			211	550	4550	218		1010
		Total for Vendor:	150.67								
34390		123 THRONDSON OIL & LP GAS CO	1,505.40								
		363254 06/17/20 P. DIESEL	301.08			101	310	4310	210		1010
		363254 06/17/20 P. DIESEL	301.08			601	943	4943	210		1010
		363254 06/17/20 P. DIESEL	301.08			602	948	4948	210		1010
		363254 06/17/20 P. DIESEL	301.08			604	957	4957	210		1010
		363254 06/17/20 P. DIESEL	301.08			605	963	4963	210		1010
		363254 06/17/20 SALES TAX	20.69			604	957	4957	210		1010
		363254 06/17/20 SALES TAX	-20.69			604		2025			1010
		363254 06/17/20 D C TRANSIT TAX	1.50			604	957	4957	210		1010
		363254 06/17/20 D C TRANSIT TAX	-1.50			604		2026			1010
		Total for Vendor:	1,505.40								
34420		5681 TOP GEAR INC	521.30								
		59045 06/22/20 REIMB'D BIKE HELMETS	474.98			101		1151			1010
		59045 06/22/20 BIKE HELMETS-K.P.D.	46.32			101	210	4210	210		1010
		59045 06/22/20 SALES TAX	32.65			101		1151			1010
		59045 06/22/20 SALES TAX	-32.65			101		2025			1010
		59045 06/22/20 D C TRANSIT TAX	2.37			101		1151			1010
		59045 06/22/20 D C TRANSIT TAX	-2.37			101		2026			1010
		Total for Vendor:	521.30								
34391		2871 TOTAL RESTAURANT SUPPLY CO INC	167.09								
		426713 06/19/20 PARTS-SLUSHIE MACHINE	167.09			101	514	4514	220		1010
		426713 06/19/20 SALES TAX	11.48			101	514	4514	220		1010
		426713 06/19/20 SALES TAX	-11.48			101		2025			1010
		426713 06/19/20 D C TRANSIT TAX	0.83			101	514	4514	220		1010
		426713 06/19/20 D C TRANSIT TAX	-0.83			101		2026			1010
		Total for Vendor:	167.09								

For the Accounting Period: 7/20
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
34403		5984 V Z HOGS LLP	210.00								
	1772-11	06/25/20 RL/WA METER DEP REFUND	210.00			604		2212			1010
		Total for Vendor:	210.00								
34392		5035 VALLI INFORMATION SYSTEMS INC	1,851.27								
	59419	05/31/20 UTILITY BILLING MAILING	370.25			601	944	4944	325		1010
	59419	05/31/20 UTILITY BILLING MAILING	370.25			602	949	4949	325		1010
	59419	05/31/20 UTILITY BILLING MAILING	740.52			604	959	4959	325		1010
	59419	05/31/20 UTILITY BILLING MAILING	370.25			605	963	4963	325		1010
		Total for Vendor:	1,851.27								
34428		5047 WATERVILLE FOOD & ICE INC	132.40								
	04-007853	06/24/20 ICE-LIQUOR STORE	132.40			609	975	4975	257		1010
		Total for Vendor:	132.40								
34435		637 WEBER, LETH & WOESSNER PLC	3,396.00								
	JUN '20PR	06/30/20 26.8 HRS LEGAL-P D	3,136.00			101	160	4160	304		1010
	JUN '20PR	06/30/20 BCA REMOTE ACCESS FEE	260.00			101	160	4160	304		1010
		Total for Vendor:	3,396.00								
34393		5182 WHKS & CO.	85,260.00								
	41334	06/16/20 2017 STORM WATER PRJ-MAIN ST	1,960.00			605		1650			1010
	41336	06/16/20 HWY 57 IMPROVEMENTS	79,300.00*			424	196	4196	303	41605	1010
	41369	06/22/20 2017 STR ASSMNT PROJECT	4,000.00*			423	311	4311	303	41602	1010
		Total for Vendor:	85,260.00								
34404		6154 WILSON, DONNA	89.96								
	1419-06	06/26/20 RL MTR DEP REFUND AFT APPL TO	89.96			604		2212			1010
		Total for Vendor:	89.96								
34394		2427 XCEL ENERGY	367.35								
	689133067	06/17/20 UTIL SERV-NW LIFT ST 5/16-6	367.35			602	948	4948	380		1010
		Total for Vendor:	367.35								
		# of Claims 64	Total:	278,778.72							

Fund/Account	Amount
101 General Fund	
1010 CASH-OPERATING	$20,877.91
211 Library Fund	
1010 CASH-OPERATING	$216.88
290 Economic Development	
1010 CASH-OPERATING	$10,907.00
382 16th St NE	
1010 CASH-OPERATING	$2,174.76
389 Oppidan Assessment	
1010 CASH-OPERATING	$5,107.50
392 GO Refunding 2015A	
1010 CASH-OPERATING	$9,003.82
393 2017 Street Assessment Project	
1010 CASH-OPERATING	$38,730.94
423 3rd,4th 5th Av 2017 Street Assessment	
1010 CASH-OPERATING	$4,000.00
424 Hwy 57	
1010 CASH-OPERATING	$79,300.00
601 Water Fund	
1010 CASH-OPERATING	$19,167.60
602 Sewer Fund	
1010 CASH-OPERATING	$13,765.06
604 Electric Fund	
1010 CASH-OPERATING	$9,696.41
605 Storm Water	
1010 CASH-OPERATING	$16,560.22
606 ICE ARENA	
1010 CASH-OPERATING	$305.12
609 Liquor Fund	
1010 CASH-OPERATING	$48,965.50
Total:	$278,778.72

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

The claim batch dated _____ are approved for payment.

See signature page

APPROVED _____ Council Member

_____ Council Member

CITY OF KASSON
RESOLUTION #7.X-20

RESOLUTION ACCEPTING DONATIONS FOR THE KASSON FIRE DEPARTMENT

WHEREAS, The Country Financial Services has made a donation to the City of Kasson in the amount of $1,500.00 to be allocated to lawful purposes to the Fire Department.

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

These donations to the City of Kasson Fire Department are hereby accepted.

ADOPTED this 8th day of July, 2020.

ATTEST:

_____	_____
Chris McKern, Mayor	Linda Rappe, City Clerk

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

CARES Act Funding- What to Expect

LMC LEAGUE of MINNESOTA CITIES

#WeGotThis Series

If you experience technical difficulties please contact GoToWebinar support at 1 (833) 851-8340

Agenda

- Opening remarks from Gary Carlson
- Guidance and overview
- Moderated Q&A with speakers

Remarks from Gary Carlson

MANAGEMENT AND BUDGET

MN COVID-19

Coronavirus Relief Fund (CRF) Distribution to Local Governments

Reference and Guidance

CORONAVIRUS RELIEF FUND (CRF) GUIDANCE

CONTENT AGENDA

01 INTRODUCTIONS & FUND OVERVIEWS

02 REQUESTING & ACCESSING FUNDS

03 REPORTING DEMONSTRATION

CORONAVIRUS RELIEF FUND (CRF) GUIDANCE

CONTENT AGENDA

01 INTRODUCTIONS & FUND OVERVIEWS

- Local Government Support Team
- CARES ACT / CORONAVIRUS RELIEF FUND (CRF) OVERVIEW
- Eligible uses of CRF
- FEMA Match

02 REQUESTING & ACCESSING FUNDS

03 REPORTING DEMONSTRATION

Local Government Support

Association of Minnesota Counties

125 Charles Avenue
St. Paul, MN 55103-2108
Main Line/Switchboard: 651-224-3344 | Office Fax: 651-224-6540

Central Clearinghouse for Frequently Asked Questions

League of Minnesota Cities

145 University Ave. W, Saint Paul, MN 55103-2044
Phone: (651) 281-1200 | Toll-Free: (800) 925-1122

Central Clearinghouse for Frequently Asked Questions

Minnesota Association of Townships

(800) 228-0296
info@mntownships.org
FAX: (763) 497-3361

Central Clearinghouse for Frequently Asked Questions

Disbursement and Certification
MN DEPARTMENT OF REVENUE

CRF Fund Tracking and Reporting
MMB/MN COVID RESPONSE ACCOUNTABILITY OFFICE

MN COVID-19 Response Accountability Office - Overview

Consistent with the State of Minnesota COVID-19 response effort, MMB has established a temporary COVID-19 Response Accountability Office (Office) led by Amy Jorgenson.

The role of the Office, specific to local governments, is in relationship to the Coronavirus Relief Fund (CRF). The Office will play a key role in monitoring the state and local government expenditures and establishing reporting requirements. Materials have been compiled for local government reference and are available on the Office's COVID-19 Response Accountability Office website (https://mn.gov/mmb/covid-19-response-accountability-office/), and a portal will be created for report submission.

CARES Act / Coronavirus Relief Fund (CRF) Overview

COVID-19 ECONOMIC RELIEF

The Coronavirus Aid, Relief, and Economic Security (CARES) Act, passed on March 27th, provides over $2 trillion in federal economic relief to protect the American people from the public health and economic impacts of COVID-19. The CARES Act provides assistance for American workers, families, and small businesses, and preserves jobs for American industries.

CORONAVIRUS RELIEF FUND (CRF)

Section 5001 of the CARES Act established the $150 billion Coronavirus Relief Fund (CRF), providing payments to State, Local, and Tribal governments navigating the impact of the COVID-19 outbreak. The CARES Act sets criteria that expenses must meet to be eligible for CRF funding.

Qualifying Costs 1 - Necessary Expenditures

To qualify, expenses must satisfy three distinct elements.

1 NECESSARY EXPENDITURES

Necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)

"NECESSARY": Expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

"DUE TO": Expenditures must be used for actions taken to respond to the public health emergency; including expenditures incurred to respond directly to the emergency, as well as expenditures incurred to respond to second-order effects, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Qualifying Costs 2 – Unaccounted-for Expenses

To qualify, expenses must satisfy three distinct elements.

Costs not accounted for in the budget most recently approved as of March 27, 2020

2 UNACCOUNTED-FOR EXPENSES

"NOT ACCOUNTED FOR": (a) the **COST CANNOT LAWFULLY BE FUNDED** using a line item, allotment, or allocation within that budget; or (b) the cost is for a **SUBSTANTIALLY DIFFERENT** use from any expected use of funds in such a line item, allotment, or allocation.

"MOST RECENTLY APPROVED" budget: the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency.

Qualifying Costs 3 – Incurred During Covered Period

To qualify, expenses must satisfy three distinct elements.

3 INCURRED DURING COVERED PERIOD

“INCURRED” - performance or delivery must occur during the covered period but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred.)

“COVERED PERIOD” for cities and townships: March 1, 2020 – November 15, 2020.

“COVERED PERIOD” for counties: March 1, 2020 - December 1, 2020.

Eligible Uses – Medical Expenses

1

Medical Expenses

- COVID-19-related expenses of public hospitals, clinics, and similar facilities.
- Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
- Costs of providing COVID-19 testing, including serological testing.
- Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
- Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment.

Eligible Uses Public Health (1 of 2)

2

Public Health (1 of 2)

- Expenses for communication and enforcement of public health orders related to COVID-19.
- Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment (PPE), for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers connected to the COVID-19 public health emergency.

Eligible Uses Public Health (2 of 2)

2

Public Health (2 of 2)

- Disinfection of public areas and other facilities, *e.g.*, nursing homes.
- Technical assistance to local authorities or other entities on mitigation of COVID-19 related threats to public health and safety.
- Public safety measures undertaken in response to COVID-19.
- Expenses for quarantining individuals.
- Contact tracing.
- Recovery planning projects or operating a recovery coordination office.

Eligible Uses Payroll (1 of 2)

3

Payroll Expenses (1 of 2)

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency, therefore a local government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

- Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

Eligible Uses Payroll(2 of 2)

3

Payroll Expenses (2 of 2)

Examples of types of covered employees, or classes of employees, include:

- Public Safety, Public Health, Health Care, Human Services.
- Similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19 related school closures.
- Increased workers' compensation cost to the government due to the COVID-19 public health emergency.

Eligible Uses Public Health Measures(1 of 2)

4

Public Health Measures(1 of 2)

The following are eligible expenses **if to enable compliance with COVID-19 public health precautions**:

- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations.
- Expenses to facilitate distance learning, including technological improvements, in connection with school closings.
- Expenses to improve telework capabilities for public employees.
- Expenses of providing paid sick and paid family and medical leave to public employees.

Eligible Uses Public Health Measures (2 of 2)

4

Public Health Measures(2 of 2)

The following are eligible expenses **if to enable compliance with COVID-19 public health precautions**:

- Maintaining state prisons and county jails, including sanitation and improvement of social distancing measures.
- Care for homeless populations provided to mitigate COVID-19 effects.
- Ongoing expenses from decommissioned equipment placed back into use or an unplanned lease renewal in order to respond to the public health emergency to the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance.

Eligible Uses Economic Support (1 of 2)

5

Economic Support (1 of 2)

- Provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
- Local government payroll support program.
- Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
- Consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense.
- Employment and training programs for employees who have been furloughed due to the public health emergency, if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

Eligible Uses Economic Support (2 of 2)

5

Economic Support (2 of 2)

- Program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs.
- Grants to small businesses to reimburse the costs of business interruption caused by required closures.
  - Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need. A grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure.

6

Other

Any other COVID-19 related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

TRANSFERRING FUNDS

Local governments may transfer CRF funds to other local units of government.

Local governments may also use Fund payments in the form of a grant or a short-term loan to support public or private business entities to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency.

If you transfer any funds to other local units of government, or award grants or loans to business entities, you must ensure they follow the same federal requirements you are subject to, and you are responsible for subrecipient monitoring regulations under Uniform Grant Guidance

If a local government has transferred funds to another entity, the Treasury Department would seek to recoup any funds used in a manner not consistent with the CARES Act from the government that received the CRF Fund payment directly from the State.

INELIGIBLE COSTS

Expenses that **DO NOT** qualify for CRF:

INELIGIBLE COSTS

- Expenses for the State share of Medicaid.
- Replacement of lost revenues, including property tax relief.
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
- Reimbursement to donors for donated items or services.
- Workforce bonuses other than hazard pay or overtime.
- Severance pay or legal settlements
- Damages covered by insurance.
- Per capital payments to residents of a particular jurisdiction without an assessment of individual need

Using CRF for FEMA, Workers' Compensation and other Costs

FEMA Public Assistance (PA) Funding Considerations:

Any local government receiving aid under this distribution is expected to pay the nonfederal share of federal disaster (FEMA) assistance due to the COVID-19 public health peacetime emergency. Treasury guidance states that CRF may be used to pay for the nonfederal share.

Workers' Compensation:

Increased workers' compensation cost to the government due to the COVID-19 public health emergency is an eligible expense. A local government receiving aid under this distribution **shall use** the funds, if necessary, to pay for COVID-19 workers' compensation costs expended between April 7, 2020 and December 1, 2020 for employees in job classifications entitled to the presumption established by Laws 2020, chapter 72, section 1.

Community Health Boards:

As stated in the certification materials, local governments should use the funds to support Community Health Board COVID-19 efforts.

CORONAVIRUS RELIEF FUND (CRF) GUIDANCE

CONTENT AGENDA

01 INTRODUCTIONS & FUND OVERVIEWS

02 REQUESTING & ACCESSING FUNDS

- Registering to receive funds
- Fund Distribution Methodology

03 REPORTING DEMONSTRATION

TIMELY ACTION REQUIRED

- Local Governments that **DO NOT** have a State of Minnesota State Wide Integrated Financial Tool (SWIFT) supplier ID will need to create one to receive a distribution of funds
- Local Governments that **DO NOT** have a DUNS number will need to obtain one and register in the System for Award Management (SAM) **within 30 days** of receipt of CRF funds from the State. This is a requirement so the Federal Government can track the distribution of federal funds.
- Instructions on how to create a SWIFT account, enroll in SAM, and obtain a DUNS number follow.

Distribution Methodology – Certification: swift user id (vendor #)

Certification (and disbursement) Requires SWIFT ID

Process to Request a SWIFT ID:

[ONLY for Local Governments that do not have a SWIFT supplier ID (Vendor #)]

SWIFT Vendor Portal **https://mn.gov/mmb/accounting/swift/vendor-resources/**

The State's accounting system is called **S**tate **W**ide **I**ntegrated **F**inancial **T**ools (SWIFT). Vendors interact with the State through the Supplier Portal, which is part of SWIFT. The Supplier Portal allows vendors to login and view payment detail as well as maintain address and contact information related to their vendor record.

Every individual and organization doing business with the State is considered a vendor. To view invoices or payments through the Supplier Portal, vendors must be registered with the State. If you are a new or prospective vendor, please navigate to the Supplier Portal Vendor Registration link to register as a vendor. Existing vendors can request a User ID to login to the Supplier Portal by clicking the Create a New User ID link. When a vendor registration is approved or the new User ID is approved, a confirmation is sent to the email address entered during the registration/creation process. If you have a SWIFT ID and don't know it, you can contact efthelpline.mmb@state.mn.us.

Distribution Methodology – Certification: SAM account and duns

Certification (and disbursement) Requires a SAM User Account to enable tracking the flow of funds. This needs to be completed within 30 days of submitting the certification. The SAM user account requires a Dun & Bradstreet record (DUNS #)

[ONLY for Local Governments that do not have a Sam User Account]

Process to Request a DUNS Number

dun & bradstreet https://fedgov.dnb.com/webform/

The System for Award Management (SAM) is an official website of the U.S. government. To register in SAM, at a minimum, you will need the following information:

- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
- If you don't already have one, you can request a DUNS Number for FREE from D&B.
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

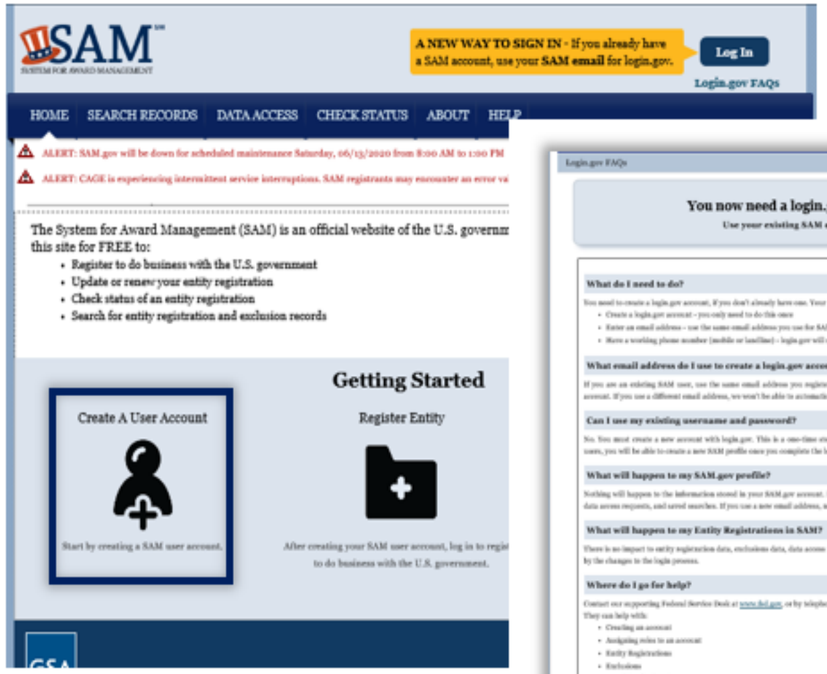
Distribution Methodology – Certification: SAM Account

Process to Request a Create a SAM User Account

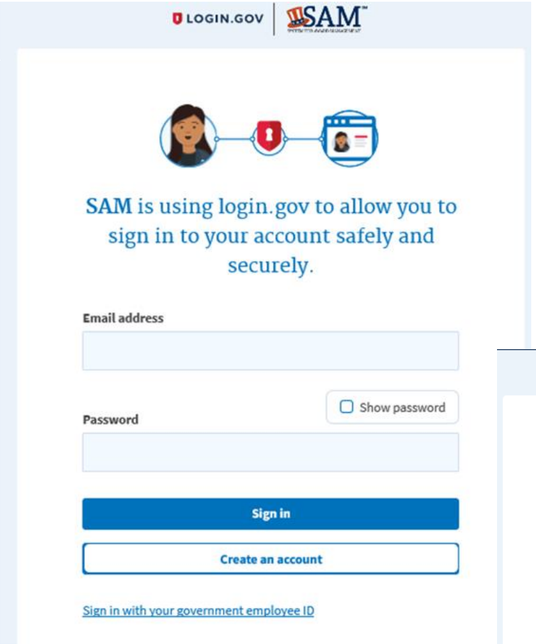
[ONLY for Local Governments that do not have a SAM User Account]

System for Award Management (SAM)

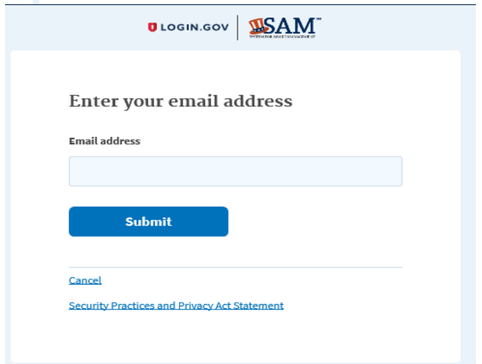
https://sam.gov/SAM/pages/public/index.jsf



Select "Create A User Account" to view the FAQs



Select [Log In]
Choose [Create an Account]
Enter your email address then [Submit]



Distribution Methodology – Certification for Disbursement of Funds

CRF Certification Form Distributed

- Must be completed prior to disbursement of funds
- Spent funds are subject to federal single audit and certain provisions of the uniform grant guidance

Local Governments Complete Certification Form

- Completed ONLY if accepting CRF funding
- Requires SWIFT ID at submission; SAM account ID within 30 days of submission

Local Governments Submit Certification Form

Form must be submitted by September 15, 2020

- Submit by e-mail to proptax.admin@state.mn.us OR
- Mail to Property Tax Division, Mail Station 3340, St. Paul, MN 55146

Complete form ONLY if accepting CRF disbursement. Not submitting the form signals local government non-acceptance of funds. Any local government that does not submit a certification form by September 15, 2020, forfeits the funds.

Distribution Methodology – Distribution Allocation

The Department of Revenue is tasked with the monetary distribution to local governments according to the determined formula based on per capita as defined in statute. A completed Revenue CRF Certification form must be received by September 15, 2020. After this time, the Department of Revenue will disburse funds.

Not submitting the form signals local government non-acceptance of funds

- Funds will be distributed by means of electronic funds transfer (EFT)
- Funds will be distributed by check via mail to local governments not equipped to receive EFT

Distribution Methodology – Reporting (1 of 4)

These distributions are federal funds (CFDA 20.019) that come with federal requirements. Both guidance and requirements continue to evolve and communications will be provided on any changes. **Key Points**:

- State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance
- Treasury Department would seek to recoup the funds used in a manner not consistent with section 601(d) of the Social Security Act
- Expenditures more than $750,000 in federal funds in this calendar year require a single audit from the Office of the State Auditor or private CPA firm. The audit period for these funds will be calendar year 2020 and the audit will need to be completed by September 30, 2021 for fiscal year ending December 31, 2020

Document all your decisions in case you need to explain rationale to the auditors. There is no such thing as overdocumentation!

Distribution Methodology – Reporting (2 of 4)

The MN COVID-19 Response Accountability Office plays a lead role in developing state agency and sub-recipients' (local governments) documentation and reporting requirements. Local governments (cities, counties, and townships) accepting CRF funds will be required to submit monthly, interim and final reports:

Monthly: Report the spend status of allotted Coronavirus Relief Funds awarded by Minnesota Management and Budget. This requires reporting the total spent to date and the total received by the agency.

IF ALL CRF FUNDS HAVE BEEN SPENT, THEN COMPLETE THE FINAL REPORT

Distribution Methodology – Reporting (3 of 4)

<u>Final</u>: Report the spend status of allotted Coronavirus Relief Funds awarded by Minnesota Management and Budget. This requires reporting summary and detail information.

- *Summary*: is the same as that for the monthly reporting on the total spent to date
- *Detail:* Requires selection of the eligible CRF category, the amount spent and the date

IF ALL CRF FUNDS HAVE BEEN SPENT, THEN COMPLETE THE FINAL REPORT

CORONAVIRUS RELIEF FUND (CRF) GUIDANCE

CONTENT AGENDA

01 INTRODUCTIONS & FUND OVERVIEWS

02 REQUESTING & ACCESSING FUNDS

03 REPORTING DEMONSTRATION

- Local Government Reporting Process Workflows

Sample Expenditure Report

Local Government Expenditure Monthly Report

* Required

1. Name of Local Government *

Enter your answer

2. SWIFT Supplier ID # *

Enter your answer

3. Name and Title of Person Filling Out Form *

Enter your answer

4. Phone number of the person filling out the form *

Enter your answer

5. E-mail address of person filling out the form *

Enter your answer

6. What was the dollar amount of your local government's Coronavirus Relief Fund (CFDA# 20.019) allocation from the State of Minnesota? *

The value must be a number

7. Of the amount in question #6, what is the total dollar amount you have spent to date (actual expenditures)? *

The value must be a number

8. What is the date you are submitting this report? *

Please input date in format of M/d/yyyy

Submit

DRAFT

Distribution Methodology – Report Submission

The MN COVID-19 Response Accountability Office will create a portal to support an online, digital reporting process using Microsoft Forms and other methods. Al information will be available on our website: https://mn.gov/mmb/covid-19-response-accountability-office/

References

1. Coronavirus Relief Fund, Guidance for State, Territorial, Local, and Tribal Governments, April 22, 2020 (updated June 30, 2020) (https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf)
2. Coronavirus Relief Fund Frequently Asked Questions, Updated June 24, 2020 (https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf)

CORONAVIRUS RELIEF FUND (CRF)
New Guidance Language (6-30-20)

Finally, the CARES Act provides that payments from the Fund may only be used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 (the "covered period"). Putting this requirement together with the other provisions discussed above, section 601(d) may be summarized as providing that a State, local, or tribal government may use payments from the Fund only to cover previously unbudgeted costs of necessary expenditures incurred due to the COVID–19 public health emergency during the covered period.

1 The Guidance is available at https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf.

CORONAVIRUS RELIEF FUND (CRF)
New Guidance Language (6-30-20)

Initial guidance released on April 22, 2020, provided that the cost of an expenditure is incurred when the recipient has expended funds to cover the cost. Upon further consideration and informed by an understanding of State, local, and tribal government practices, Treasury is clarifying that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred). For instance, in the case of a lease of equipment or other property, irrespective of when payment occurs, the cost of a lease payment shall be considered to have been incurred for the period of the lease that is within the covered period, but not otherwise. Furthermore, in all cases it must be necessary that performance or delivery take place during the covered period. Thus the cost of a good or service received during the covered period will not be considered eligible under section 601(d) if there is no need for receipt until after the covered period has expired.

1 The Guidance is available at https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf.

CORONAVIRUS RELIEF FUND (CRF)
New Guidance Language (6-30-20)

Goods delivered in the covered period need not be used during the covered period in all cases. For example, the cost of a good that must be delivered in December in order to be available for use in January could be covered using payments from the Fund. Additionally, the cost of goods purchased in bulk and delivered during the covered period may be covered using payments from the Fund if a portion of the goods is ordered for use in the covered period, the bulk purchase is consistent with the recipient's usual procurement policies and practices, and it is impractical to track and record when the items were used. A recipient may use payments from the Fund to purchase a durable good that is to be used during the current period and in subsequent periods if the acquisition in the covered period was necessary due to the public health emergency.

1 The Guidance is available at https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf.

CORONAVIRUS RELIEF FUND (CRF)
New Guidance Language (6-30-20)

Given that it is not always possible to estimate with precision when a good or service will be needed, the touchstone in assessing the determination of need for a good or service during the covered period will be reasonableness at the time delivery or performance was sought, e.g., the time of entry into a procurement contract specifying a time for delivery. Similarly, in recognition of the likelihood of supply chain disruptions and increased demand for certain goods and services during the COVID-19 public health emergency, if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete delivery or services by December 30, 2020, will not affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient's control.

1 The Guidance is available at https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf.

CORONAVIRUS RELIEF FUND (CRF)
New Guidance Language (6-30-20)

This guidance applies in a like manner to costs of subrecipients. Thus, a grant or loan, for example, provided by a recipient using payments from the Fund must be used by the subrecipient only to purchase (or reimburse a purchase of) goods or services for which receipt both is needed within the covered period and occurs within the covered period. The direct recipient of payments from the Fund is ultimately responsible for compliance with this limitation on use of payments from the Fund.

1 The Guidance is available at https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf.

CORONAVIRUS RELIEF FUND (CRF)
Frequently Asked Questions

Updated as of June 24, 2020

The following [PowerPoint slides] answers to frequently asked questions supplement Treasury's Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020. Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

1 The Guidance is available at https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 1)

Updated as of June 24, 2020

1 ELIGIBLE EXPENDITURES

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the "substantially dedicated" condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 2)

Updated as of June 24, 2020

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a "substantially different use" for purposes of the Fund eligibility?

Costs incurred for a "substantially different use" include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty's ordinary responsibilities.

Note that a public function does not become a "substantially different use" merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 3)

Updated as of June 24, 2020

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

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CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 4)

Updated as of June 24, 2020

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 5)

Updated as of June 24, 2020

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a "broad range of uses" including payroll expenses for several classes of employees whose services are "substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 6)

Updated as of June 24, 2020

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 7)

Updated as of June 24, 2020

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 8)

Updated as of June 24, 2020

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency. .

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a "payroll support program" for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 9)

Updated as of June 24, 2020

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 10)

Updated as of June 24, 2020

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a "small business," and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 11)

Updated as of June 24, 2020

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 12)

Updated as of June 24, 2020

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of "hazard pay"?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 13)

Updated as of June 24, 2020

The Guidance provides that ineligible expenditures include "[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency." Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers' employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 14)

Updated as of June 24, 2020

Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum $1.25 billion allocation and had one county with a population over 500,000 that received $250 million directly. The State should distribute 45 percent of the $1 billion it received, or $450 million, to local governments within the State with a population of 500,000 or less.

May a State impose restrictions on transfers of funds to local governments?

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 15)

Updated as of June 24, 2020

If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the accrued interest expense on TANs and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 16)

Updated as of June 24, 2020

May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?

No. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 17)

Updated as of June 24, 2020

May recipients use Fund payments to provide loans?

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 18)

Updated as of June 24, 2020

May funds be used to satisfy non-federal matching requirements under the Stafford Act?

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 19)

Updated as of June 24, 2020

May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Eligible Expenditures - continued - 20)

Updated as of June 24, 2020

May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

CORONAVIRUS RELIEF FUND (CRF)
Frequently Asked Questions

Updated as of June 24, 2020

2 QUESTIONS RELATED TO ADMINISTRATION OF FUND PAYMENTS

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Admin of Funds – continued – 2)

Updated as of June 24, 2020

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Admin of Funds – continued – 3)

Updated as of June 24, 2020

Are Fund payments to State, territorial, local, and tribal governments considered grants?

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are "other financial assistance" under 2 C.F.R. § 200.40.

Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Are Fund payments subject to other requirements of the Uniform Guidance?

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?

Yes. The CFDA number assigned to the Fund is 21.019.

CORONAVIRUS RELIEF FUND (CRF)

Frequently Asked Questions (Admin of Funds – continued – 4)

Updated as of June 24, 2020

If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients' total funding received from the federal government for purposes of the Single Audit Act?

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend $750,000 or more in federal awards during their fiscal year.

Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.

Mark your calendars!

Wednesday, July 29

11 a.m. – 12 p.m.

Part 2 webinar on CARES Act Funding from MMB

LMC LEAGUE of MINNESOTA CITIES

New League staff member

Lisa Sova

Assistant Finance Director – Outreach

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Questions?

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You can find a recording of this webinar here: http://lmc.org/caresact1

LMC

LEAGUE of MINNESOTA CITIES

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal Governments
Updated June 30, 2020[1]

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). The CARES Act established the Coronavirus Relief Fund (the "Fund") and appropriated $150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.[2]

The guidance that follows sets forth the Department of the Treasury's interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred "due to" the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be "necessary." The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the

[1] This version updates the guidance provided under "Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020".
[2] *See* Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The "most recently approved" budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

Finally, the CARES Act provides that payments from the Fund may only be used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 (the "covered period"). Putting this requirement together with the other provisions discussed above, section 601(d) may be summarized as providing that a State, local, or tribal government may use payments from the Fund only to cover previously unbudgeted costs of necessary expenditures incurred due to the COVID–19 public health emergency during the covered period.

Initial guidance released on April 22, 2020, provided that the cost of an expenditure is incurred when the recipient has expended funds to cover the cost. Upon further consideration and informed by an understanding of State, local, and tribal government practices, Treasury is clarifying that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred). For instance, in the case of a lease of equipment or other property, irrespective of when payment occurs, the cost of a lease payment shall be considered to have been incurred for the period of the lease that is within the covered period, but not otherwise. Furthermore, in all cases it must be necessary that performance or delivery take place during the covered period. Thus the cost of a good or service received during the covered period will not be considered eligible under section 601(d) if there is no need for receipt until after the covered period has expired.

Goods delivered in the covered period need not be used during the covered period in all cases. For example, the cost of a good that must be delivered in December in order to be available for use in January could be covered using payments from the Fund. Additionally, the cost of goods purchased in bulk and delivered during the covered period may be covered using payments from the Fund if a portion of the goods is ordered for use in the covered period, the bulk purchase is consistent with the recipient's usual procurement policies and practices, and it is impractical to track and record when the items were used. A recipient may use payments from the Fund to purchase a durable good that is to be used during the current period and in subsequent periods if the acquisition in the covered period was necessary due to the public health emergency.

Given that it is not always possible to estimate with precision when a good or service will be needed, the touchstone in assessing the determination of need for a good or service during the covered period will be reasonableness at the time delivery or performance was sought, *e.g.*, the time of entry into a procurement contract specifying a time for delivery. Similarly, in recognition of the likelihood of supply chain disruptions and increased demand for certain goods and services during the COVID-19 public health emergency, if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete delivery or services by December 30, 2020, will not affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient's control.

This guidance applies in a like manner to costs of subrecipients. Thus, a grant or loan, for example, provided by a recipient using payments from the Fund must be used by the subrecipient only to purchase (or reimburse a purchase of) goods or services for which receipt both is needed within the covered period and occurs within the covered period. The direct recipient of payments from the Fund is ultimately responsible for compliance with this limitation on use of payments from the Fund.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
    - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
    - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
    - Costs of providing COVID-19 testing, including serological testing.
    - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
    - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
    - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
    - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
    - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
    - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
    - Expenses for public safety measures undertaken in response to COVID-19.
    - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
    - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
    - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
    - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.

- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
- COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
- Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.

5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
   - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
   - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
   - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures[3]

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.[4]
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

[3] In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

[4] *See* 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

LEGAL

PUBLIC HEARING NOTICE

On Wednesday, July 8, 2020 at 6:00 pm in the City Council Chambers, the Kasson City Council of the City of Kasson will hold the following Public Hearings:

1. Easement vacation request by Sonja and Aaron Thompson to vacate all of the easements in Hacks 2nd Addition. Legal Description Lots 1, 2, 3 and 4 of Block 1 Hacks 2nd Addition.

Written or electronic comments can be made to Timothy Ibisch, City Administrator at 634-6320 or cityadministrator@cityofkasson.com .

Linda Rappe
City Clerk

City of Kasson

City of Kasson
401 Fifth Street S.E.
Kasson, MN 55944-2204
507.634.7071
(Fax) 507.634.4737
www.cityofkasson.com

LAND USE APPLICATION

Applicants check all that apply:

- o General Development Plan ($300 + engineering)
- o Preliminary Plat ($300 + $20 per lot + engineering)
- o Final Plat ($300 + $20 per lot + engineering)
- o Planned Unit Development – PUD ($300 + $20 per lot + engineering)
- o Minor Subdivision ($300)
- o Rezone/Zoning Amendment ($400)
- o Conditional Use Permit ($300)
- o Variance ($300)
- Other VACATE UTILITY EASEMENTS

$2,000 for site plan review

Fee Paid $_____ Date Filed _____

1. LOT 1, 2, 3, 4 BLOCK 1, HACKS 2ND ADDITION
Legal Description of Property

2. 500 & 502 16TH ST NE KASSON - AND - 1403 & 1405 5TH AVE NE, KASSON
Street Address of Property

3. AARON & SONJA THOMPSON / 504 DEVELOPMENT 507-251-8643
Applicant/Owner's Name Telephone

4. 1647 16TH AVE NW, SUITE B ROCHESTER MN 55901 507-286-7869
Engineer/Architect Address Telephone

5. SONJA THOMPSON 507-251-8643
*Name of Contact Person Telephone

6. Description of Request NEED TO VACATE UTILITY EASEMENTS

7. Present Zoning Classification R-1

8. Reason for Request NEED TO VACATE CURRENT UTILITY EASEMENTS FOR REPLATTING PURPOSE

9. Existing Use of Property RESIDENTIAL

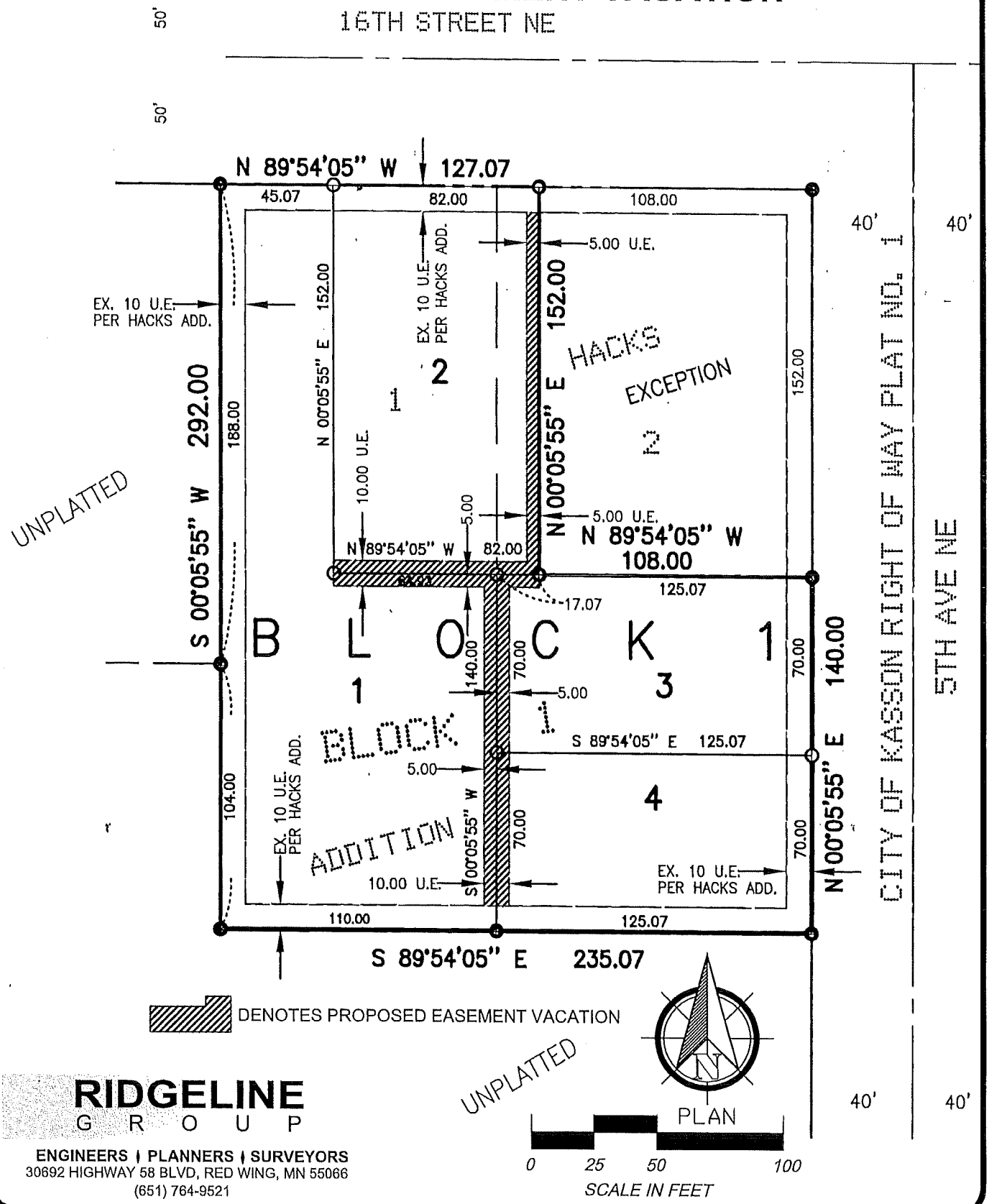
*The contact person noted above will receive all review comments and requests for materials/revisions from the City. They are responsible to inform all parties involved on the project of pending public hearings and meetings, changes or updates that may occur throughout the process.

The undersigned applicant hereby represents upon all of the penalties of law that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinances of the City of Kasson, the State of Minnesota and any other applicable laws and regulations.

Signature of Applicant _____ Date 06/22/2020

APPLICATION NOT COMPLETE UNTIL ALL REQUIRED SUBMISSIONS RECEIVED

EASEMENT EXHIBIT
HACKS SECOND ADDITION
PROPOSED EASEMENT VACATION



RIDGELINE
G R O U P

ENGINEERS | PLANNERS | SURVEYORS
30692 HIGHWAY 58 BLVD, RED WING, MN 55066
(651) 764-9521

KASSON PARK BOARD MINUTES
JUNE 16, 2020 DRAFT

Pursuant to due call and notice thereof, a meeting of the Kasson Park Board was duly held at Kasson City Hall on the 16th day of June, 2020 at 6:00 P.M.

THE FOLLOWING PARK BOARD MEMBERS WERE PRESENT: Janet Sinning, Chuck Coleman, Dan Eggler and Greg Kuball
THE FOLLOWING WERE ABSENT: Liza Larsen, Roger Franke and Jason Farnsworth
ALSO PRESENT: K.A.C. Manager Josh Mitchell, Parks & Rec Supervisor Ron Unger and Deputy Clerk Jan Naig

I. Call to Order: The meeting was called to order at 6:03 P.M. by Acting Chairperson Unger.

II. Approve minutes: Motion by Kuball and second by Coleman, with all voting Aye, to approve the minutes of the May 2020 meeting.

III. New Business:

A. Aquatic Center. At the June 10th meeting the City Council approved the opening of the Aquatic Center for the 2020 season. Unger and Mitchell have prepared the COVID-19 Protocol for the facility. Copies were distributed to the Board. Plans are to open the facility on Friday, June 19th. Training for new lifeguards and lifeguard recertification will be done this week. Board Members were given the opportunity to talk with Mitchell about their specific questions and concerns. Mitchell has set up a large group weekday morning rate for the large day care facilities. Unger thanked Mitchell and his staff for all of the work they have done to prepare for the opening.

Motion by Sinning and second by Kuball, with all voting Aye, to recommend the $200.00 weekday morning large group rate for the large day care facilities and to approve a $3.00 per person fee for the parent tot hour and also for lap swim.

B. Adult Softball. Unger has received word from the State Commissioner that under Phase 3 of the governor's executive orders the adult softball leagues will be allowed to play under the organized sports provision. Unger is working on the COVID-19 Protocol that will be distributed to all team managers. It will be an eight game season (no playoffs) and all games will be played on North 1 field.

Motion by Kuball and second by Coleman, with all voting Aye, to recommend changing the softball entry fees in 2020 to $150.00 for the City and $87.00 for the Festival in the Park.

IV. Old Business: None

V. Correspondence: There was discussion about Jason Farnsworth's position on the Park Board. Farnsworth has not been in attendance for any of the six meetings in 2020 and he has not notified anyone of his reason for absence. City ordinance states "Any Park Board member shall be automatically terminated from the appointed position upon three consecutive absences from a regularly scheduled Park Board meeting without due cause. Advance notice of a member's inability to attend a regularly scheduled meeting must be received by the Administrator's office by noon of the day prior to the meeting date unless an unforeseen emergency arises." The Board felt there should be a conversation or a notification to give Farnsworth an opportunity to state his intentions before he is removed from the Board. If he is no longer interested in serving or is not able to attend meetings, the spot should be opened to another person that is able to be present.

Sinning asked Unger if he has heard anything about the questions that were raised in May concerning the old stone wall in Veterans Memorial Park. Unger stated with all of the street work, tree work and work at the Aquatic Center he has not been able to get the information from Reticulated Stone yet.

VI. Adjourn: Motion by Eggler and second by Coleman, with all voting Aye, to adjourn the meeting at 7:17 P.M.

_____ _____

Chairperson Deputy Clerk

The next scheduled meeting will be July 21st.

TREE CITY USA

CITY OF KASSON

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

TO: Mayor and Councilmembers

FROM: Linda Rappe, City Clerk

DATE: July 1, 2020

SUBJECT: Mayor and Council Salaries

Results of Survey:

Lake City – Salary Only
Austin – Salary Only - Mayor $12,600 Council 9,300
Albert Lea – Salary Only
Winona – Salary Only - Mayor $10,778 Council $7,705
Byron – Salary Mayor $4,500 – Council $3,600 + $40 for extra meetings
Stewartville – Mayor $6,000 Council $4,000 + special meeting $25
Kasson – Mayor $4,000 Council $3,000 plus $35 per extra meeting

Currently the budget for Mayor is 4,800 Council $14,037

I would like to give you a list of options that you can choose from for an Ordinance update:

1. Keep current salary and $35 per extra meeting lasting up to 3 hours. Meetings lasting over three hours $20 per hour beyond the three hours. (could increase current budget $640-$1000)

2. Increase salaries to Mayor $5,000 Council $4,000 and that would include all listed commissions, boards and committee meetings. (EDA, Planning, Park Board, EMS, Library Board and all Council meetings no matter when they start) $20 per hour for all other meetings as appointed by Council to attend as the Council representative. (Could increase current budget Mayor $550 Council $2800 approx.)

There can be a compromise between the options but I would strongly suggest adding the wording to the extra meetings "as appointed by Council to attend as the Council Representative"

(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.

Acting means filling the position on a temporary basis

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.

In the case of a promotion out of the collective bargaining group the employee may request a short term leave of absence from their former position during the probationary period of the new position.

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 an overall "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. A paid f**ifteen 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); **or in the case of** no work is performed in that week, **unless paid time off is used**.

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 an overall "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 an overall "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 **Medical Review Officer** (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 **alleged** 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 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**, except as in (A) above**. 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 to 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

City provided 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, loss or suspension of driving privileges may be considered a performance issue.

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/Board Members 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/Board Members 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 layed 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. **Non-FMLA** 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.

QUALIFIYING 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 then 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 vise 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 an make exception(s) to the policy in 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 **only** ~~not~~ pay for ~~nor~~ **or** 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.

TREE CITY USA

CITY OF KASSON

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

Events Permit/Noise Permit

Name and/or Organization: K.A.L Post 333

Address: 212 W Main St

Home Phone: _____ Business Phone: 507-634-4353

Cell phone: 507-951-2551

Emergency Phone Numbers and contact names if applicable:

Name: Christy Eschens Phone/cell: same

Name: _____ Phone/cell: _____

E-mail Address/web site: Christylee momof3@hotmail.com

Date: 8/15/20 Time: from 12noon to ?

Additional details of event (please attach diagram of street/lot closure)

Centennial Celebration for KAL Post 333

See attached

Plans for garbage disposal/portable restroom

Applicant Signature: Christy Eschens

Area Below for Office Use Only

Approvals

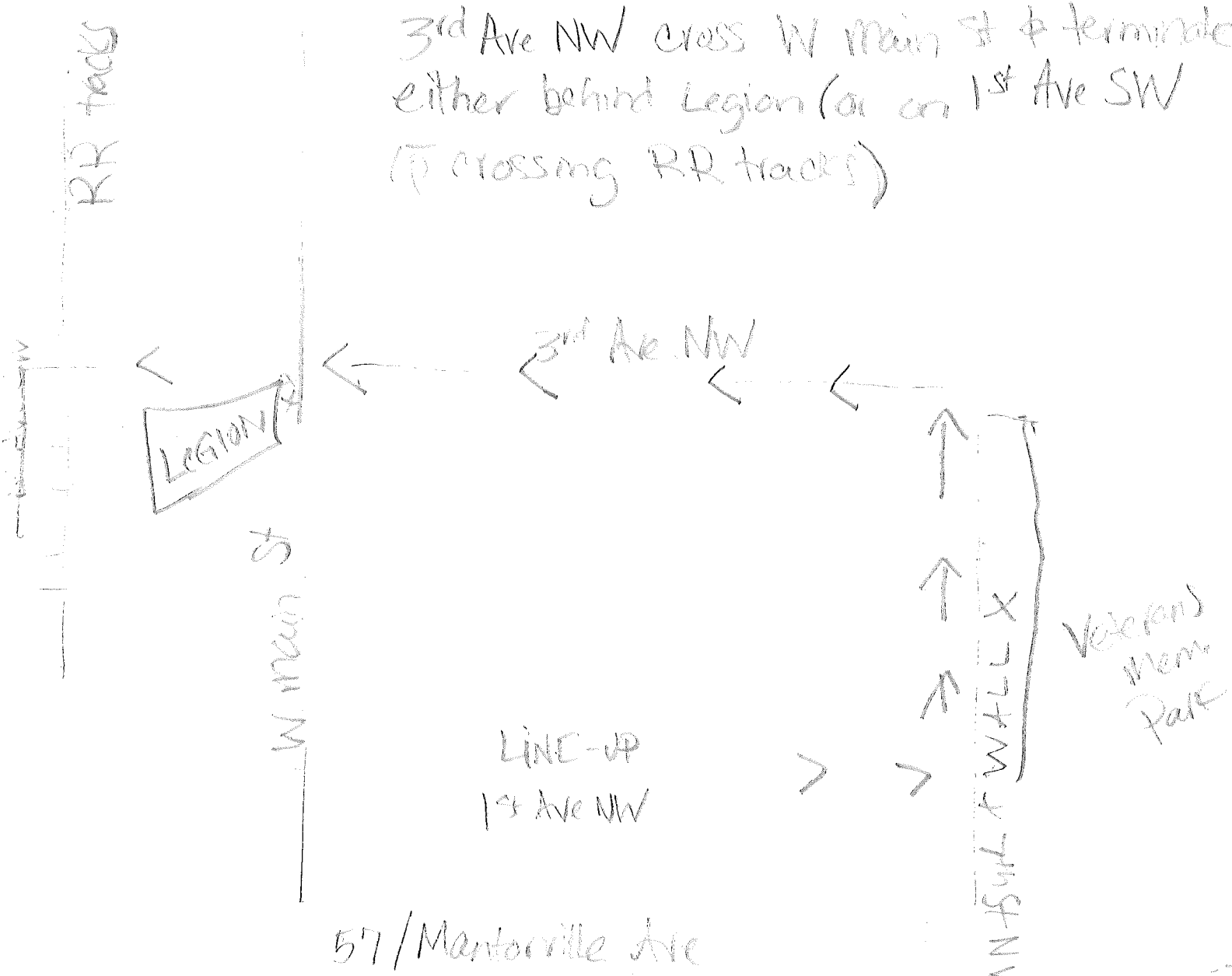
Police Chief: _____ City Administrator: _____

Date: ___/___/___ Date: ___/___/___

Kasson American Legion Centennial Parade Project

12 NOON on August 15th, 2020 (Saturday)

Parade line-up on 1st Ave NW to run past Veterans Hall/Memorial on 7th St NW, turn onto 3rd Ave NW cross W Main St & terminate either behind Legion (or on 1st Ave SW (if crossing RR tracks))



Christy Eschens w/ questions or concerns 951-2551
Commander of KAL Post 223 ~Bill Stramme to possibly

To: City Council
Date: 7/8/2020

Agenda Heading: City Administrator's Report

"The advancement and diffusion of knowledge is the only guardian of true liberty." ~ President James Madison

- **Absentee Voting Push**. Minnesota is promoting absentee voting and has made ballots available for the August 11 primary. On May 7, Gov. Walz signed HF 3429 to provide funding and special procedures for Minnesota to conduct safe and secure primary and general elections. The bill allows local districts to move or combine polling places to better accommodate social distancing, allows health care professionals to collect and deliver absentee ballots to patients and long-term care residents, extends the period for absentee balloting by allowing mail-in ballots to be counted up to three days after the election, and allows for additional electronic filing for candidate reports. Right now, we still expect the in person voting to be at the school, because that gives us the best way of spacing out adequately. The City Clerk is coordinating election judges and will be maintaining a number sufficient to complete the work in November.

- **EMS Committee Update**. The EMS committee met last week to view several options for partnering with a firm to ascertain the space needs and flesh out the process for moving forward on a number of items regarding city buildings. During the meeting the presentations were and discussed. The Committee will review and provide feedback to me and likely we will bring potential vendors to the City Council at a future meeting. It seems prudent to begin the planning process now so that we are ready in 3-5 years. Additionally, the funds accrued from a potential franchise fee for the natural gas could certainly be segmented out to help reduce the costs to the taxpayers. More information will be forthcoming as we complete our review of proposals.

- **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. The legislature did not come to an agreement so Gov. Tim Walz used Senator Rosen's SF 47 as the new guidance for distribution. Under his Executive Order, the Department of Revenue (DOR) will 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. I participated in a webinar discussing the issue and have included information in your packet. The key to this process is to ensure that the Council is fully aware and involved in any expenditures. Paying for the COVID 19 leave is one priority and we also have an

opportunity to implement some needed remote access facility upgrades. Please let me know if you have any questions.

- **Changes to Liquor Laws**. A variety of liquor law changes affecting cities were passed during the 2020 regular legislative session. The 2020 omnibus liquor bill, Chapter 103 (SF 2130), was passed by the Legislature during the regular session and includes several provisions that affect cities. Gov. Tim Walz signed the bill into law on May 27. Section 1 of the bill broadens authority for liquor sales at ballparks and stadiums. Previously, cities could issue on-sale wine and malt liquor licenses to summer collegiate league baseball team owners or holders of a concession or management contract.

  However, those beverage sales could only be done during games at a ballpark or stadium. As of Aug. 1, 2020, those licenses may authorize sales at any event at the ballpark or stadium, not just games. This would allow sales at the Ice Arena during games and other events and could provide a large boost to its overall profits. Currently it typically has expenditures in excess of its revenues and is subsidized by Dodge County and Kasson.

- **Financial Planning Updates**. Tonight, we will be reviewing the updates to our long-range financial plans with Mr. Bubany. Earlier this year, Nancy and I went through this information with him and Nancy provided some changes which have been implemented in the spreadsheets. This information indicates that we might want to begin some small increases to the overall rate structure for 2021. Right now, I expect rates changes to be in the 2-3% range. It would be my preference to see these rates increased in a moderate way over a greater period of time, rather than larger jumps in certain years, i.e. 9% one year and nothing for 2 years. I think its easier for ratepayers and provides us with the knowledge that income will be normalized and steady.

- **State of Cities 2020**. I have included in the packet a copy of the NLC State of the Cities 2020 report. I found it to be interesting reading and I think you will as well. It notes that the top topics that American Cities are looking at are, infrastructure and Public Safety and that housing is also a topic of some discussion. We know that the same would be true for Kasson, with the need for more street work and stormwater infrastructure. One question I get asked is when the City will restart the sump laterals inspection program? It seems that this might be a project we could safely restart in the fall if the Coronavirus vaccine is completed. So far, this year rainfalls have not exceeded acceptable levels however it is a matter of time until we have more issues with the current pace of growth and addition of impervious surface. I think it would be prudent to review the sites for the large ponding plan as well, so that we can ready a bonding request. Please review and let me know if you have any questions.

- **Council Per Diems/Tech Updates**. Included in the packet is a memo from the City Clerk regarding the question of increases to the per diem/ Council salary. The Cities in our region have a variety of ways of dealing with them. Linda is looking for feedback from the Council on what changes you would like to implement. Additionally, I am asking for feedback on what sort of tech updates the Council would like to see for a Council Chambers upgrade. We are contemplating utilizing the rear area as an alternate Council Chamber to provide for greater social distancing and better public interaction.

Meetings and Events Attended

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
June 25	City Engineer
	Bigelow Projects-Les Conway
	Department Heads Meeting
June 30	Police Chief Retirement Ceremony
	Meeting with KARES - old school
	CEDA-Ed/Tina Butler
July 1	CARES Act Funding Webinar
	EMS Committee
July 2	City Attorney
	City Engineer
July 8	Chamber of Commerce
	Safety Committee
	Worksession-Bubany
	City Council Meeting

MN HOUSE RESEARCH

Proposed CARE aid to Cities under HF 128

June 16, 2020
Run: citycovidaid1e

Summary

The attached run shows the distribution of $350,423,731 in direct COVID aid to cities in Pay 2020 under the compromise proposal. This is part of the approximately $841.5 million of state CARE money that will be distributed to counties, cities, and towns.

- Aid to cities with a population of 200 or more is the same per capita aid amount for all cities and is approximately $75.34 per capita.
- A city with a population less than 200 receives zero direct aid, but may apply to the county in which it is located for reimbursement for documented covid related costs up to the lesser of $75.34 per capita or the documented spending amount. The county has discretion to make payments to cities above this minimum required amount.

The printout shows the amount received by each city on a county by county basis.

By **Pat Dalton,** 651-296-7434

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
Metro			
ANOKA			
ANDOVER	32,728	2,465,736	75.34
ANOKA	18,573	1,399,295	75.34
BETHEL	505	38,047	75.34
BLAINE	66,667	5,022,709	75.34
CENTERVILLE	4,047	304,902	75.34
CIRCLE PINES	5,076	382,427	75.34
COLUMBIA HEIGHTS	20,840	1,570,091	75.34
COLUMBUS	3,950	297,594	75.34
COON RAPIDS	63,899	4,814,167	75.34
EAST BETHEL	12,029	906,268	75.34
FRIDLEY CITY	28,824	2,171,608	75.34
HAM LAKE	16,394	1,235,128	75.34
HILLTOP	794	59,820	75.34
LEXINGTON	2,109	158,893	75.34
LINO LAKES	21,347	1,608,288	75.34
NOWTHEN	4,758	358,469	75.34
OAK GROVE	8,689	654,631	75.34
RAMSEY	27,051	2,038,029	75.34
SPRING LAKE PARK	6,410	482,931	75.34
ST FRANCIS	7,872	593,079	75.34
County total	352,562	26,562,112	75.34
CARVER			
CARVER	4,727	356,133	75.34
CHANHASSEN	26,266	1,978,887	75.34
CHASKA	27,622	2,081,049	75.34
COLOGNE	1,841	138,701	75.34
HAMBURG	513	38,650	75.34
MAYER	2,295	172,906	75.34
NEW GERMANY	455	34,280	75.34
NORWOOD/YG AMERIC	3,833	288,779	75.34
VICTORIA	9,918	747,225	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
WACONIA	13,124	988,766	75.34
WATERTOWN	4,654	350,634	75.34
County total	95,248	7,176,010	75.34
DAKOTA			
APPLE VALLEY	53,429	4,025,355	75.34
BURNSVILLE	62,657	4,720,595	75.34
COATES	168	0	0.00
EAGAN	68,347	5,149,281	75.34
FARMINGTON	22,880	1,723,785	75.34
HAMPTON	706	53,190	75.34
HASTINGS	23,139	1,743,298	75.34
INVER GROVE HGTS	35,381	2,665,614	75.34
LAKEVILLE	64,334	4,846,940	75.34
LILYDALE	947	71,347	75.34
MENDOTA	206	15,520	75.34
MENDOTA HEIGHTS	11,392	858,276	75.34
MIESVILLE	137	0	0.00
NEW TRIER	114	0	0.00
RANDOLPH	470	35,410	75.34
ROSEMOUNT	24,342	1,833,933	75.34
SOUTH STPAUL	20,878	1,572,954	75.34
SUNFISH LAKE	516	38,876	75.34
VERMILLION	439	33,074	75.34
WEST ST PAUL	21,053	1,586,138	75.34
County total	411,535	30,973,586	75.26
HENNEPIN			
BLOOMINGTON	89,654	6,754,555	75.34
BROOKLYN CENTER	32,299	2,433,415	75.34
BROOKLYN PARK	81,679	6,153,717	75.34
CHAMPLIN	23,927	1,802,666	75.34
CORCORAN	5,831	439,309	75.34
CRYSTAL	23,287	1,754,449	75.34
DAYTON	6,072	457,466	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
DEEPHAVEN	3,878	292,170	75.34
EDEN PRAIRIE	63,456	4,780,791	75.34
EDINA	52,535	3,958,000	75.34
EXCELSIOR	2,321	174,865	75.34
GOLDEN VALLEY	21,580	1,625,843	75.34
GREENFIELD	2,904	218,788	75.34
GREENWOOD	706	53,190	75.34
HOPKINS	19,713	1,485,183	75.34
INDEPENDENCE	3,763	283,505	75.34
LONG LAKE	1,815	136,743	75.34
LORETTO	661	49,800	75.34
MAPLE GROVE	66,903	5,040,489	75.34
MAPLE PLAIN	1,864	140,434	75.34
MEDICINELAKE	388	29,232	75.34
MEDINA	6,646	500,711	75.34
MINNEAPOLIS	428,483	32,282,020	75.34
MINNETONKA	53,713	4,046,751	75.34
MINNETONKA BEACH	561	42,266	75.34
MINNETRISTA	7,692	579,517	75.34
MOUND	9,347	704,205	75.34
NEW HOPE	21,790	1,641,664	75.34
ORONO	8,102	610,407	75.34
OSSEO	2,729	205,604	75.34
PLYMOUTH	78,351	5,902,985	75.34
RICHFIELD	36,436	2,745,098	75.34
ROBBINSDALE	14,776	1,113,228	75.34
ROGERS	12,991	978,745	75.34
SHOREWOOD	7,693	579,593	75.34
SPRING PARK	1,694	127,626	75.34
ST ANTHONY	9,067	683,110	75.34
ST BONIFACIUS	2,328	175,392	75.34
ST LOUIS PARK	48,910	3,684,892	75.34
TONKA BAY	1,550	116,777	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
WAYZATA	4,719	355,531	75.34
WOODLAND	467	35,184	75.34
County total	1,263,281	95,175,916	75.34
RAMSEY			
ARDEN HILLS	9,889	745,040	75.34
FALCON HEIGHTS	5,479	412,789	75.34
GEM LAKE	454	34,204	75.34
LAUDERDALE	2,408	181,419	75.34
LITTLE CANADA	10,386	782,484	75.34
MAPLEWOOD	40,710	3,067,102	75.34
MOUNDS VIEW	13,328	1,004,135	75.34
NEW BRIGHTON	23,119	1,741,791	75.34
NORTH OAKS	5,304	399,605	75.34
NORTH STPAUL	12,159	916,062	75.34
ROSEVILLE	36,272	2,732,742	75.34
SHOREVIEW	26,480	1,995,010	75.34
ST PAUL	313,010	23,582,254	75.34
VADNAIS HEIGHTS	13,198	994,341	75.34
WHITE BEAR LAKE	25,458	1,918,012	75.34
County total	537,654	40,506,990	75.34
SCOTT			
BELLE PLAINE	7,408	558,121	75.34
ELKO/NEW MARKET	4,769	359,298	75.34
JORDAN	6,155	463,719	75.34
PRIOR LAKE	26,135	1,969,018	75.34
SAVAGE	31,407	2,366,211	75.34
SHAKOPEE	41,506	3,127,073	75.34
County total	117,380	8,843,440	75.34
WASHINGTON			
AFTON	3,024	227,829	75.34
BAYPORT	3,893	293,300	75.34
BIRCHWOOD	876	65,998	75.34
COTTAGE GROVE	37,341	2,813,281	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
DELLWOOD	1,135	85,511	75.34
FOREST LAKE	20,598	1,551,859	75.34
GRANT	4,105	309,272	75.34
HUGO	15,247	1,148,713	75.34
LAKE ELMO	10,521	792,655	75.34
LAKE ST CROIX BEACH	1,049	79,032	75.34
LAKELAND	1,811	136,441	75.34
LAKELAND SHORE	320	24,109	75.34
LANDFALL	762	57,409	75.34
MAHTOMEDI	8,040	605,736	75.34
MARINE-ON-ST CROIX	711	53,567	75.34
NEWPORT	3,678	277,101	75.34
OAK PARK HEIGHTS	4,801	361,709	75.34
OAKDALE	28,315	2,133,259	75.34
PINE SPRINGS	414	31,191	75.34
SCANDIA	4,129	311,080	75.34
ST MARYS POINT	368	27,725	75.34
ST PAUL PARK	5,581	420,474	75.34
STILLWATER	19,915	1,500,401	75.34
WILLERNIE	542	40,834	75.34
WOODBURY	70,840	5,337,104	75.34
County total	248,016	18,685,590	75.34
Region total	3,025,676	227,923,644	75.33

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
Non-metro			
AITKIN			
AITKIN	2,123	159,947	75.34
HILL CITY	622	46,862	75.34
MCGRATH	73	0	0.00
MCGREGOR	381	28,705	75.34
PALISADE	152	0	0.00
TAMARACK	79	0	0.00
County total	3,430	235,514	68.66
BECKER			
AUDUBON	532	40,081	75.34
CALLAWAY	231	17,404	75.34
DETROIT LAKES	9,475	713,849	75.34
FRAZEE	1,405	105,853	75.34
LAKE PARK	804	60,574	75.34
OGEMA	179	0	0.00
WOLF LAKE	60	0	0.00
County total	12,686	937,761	73.92
BELTRAMI			
BEMIDJI	15,462	1,164,911	75.34
BLACKDUCK	840	63,286	75.34
FUNKLEY	10	0	0.00
KELLIHER	259	19,513	75.34
SOLWAY	89	0	0.00
TENSTRIKE	211	15,897	75.34
TURTLE RIVER	80	0	0.00
WILTON	244	18,383	75.34
County total	17,195	1,281,990	74.56
BENTON			
FOLEY	2,732	205,830	75.34
GILMAN	235	17,705	75.34
RICE	1,351	101,785	75.34
SAUK RAPIDS	13,954	1,051,298	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
County total	18,272	1,376,618	75.34
BIG STONE			
BARRY	13	0	0.00
BEARDSLEY	216	16,273	75.34
CLINTON	419	31,568	75.34
CORRELL	30	0	0.00
GRACEVILLE	565	42,567	75.34
JOHNSON	27	0	0.00
ODESSA	119	0	0.00
ORTONVILLE	1,816	136,818	75.34
County total	3,205	227,226	70.90
BLUE EARTH			
AMBOY	510	38,424	75.34
EAGLE LAKE	3,137	236,342	75.34
GOOD THUNDER	529	39,855	75.34
LAKE CRYSTAL	2,545	191,741	75.34
MADISON LAKE	1,216	91,614	75.34
MANKATO	43,571	3,282,650	75.34
MAPLETON	1,735	130,715	75.34
PEMBERTON	227	17,102	75.34
SKYLINE	279	21,020	75.34
ST CLAIR	832	62,683	75.34
VERNON CENTER	303	22,828	75.34
County total	54,884	4,134,974	75.34
BROWN			
COBDEN	30	0	0.00
COMFREY	353	26,595	75.34
EVAN	79	0	0.00
HANSKA	369	27,801	75.34
NEW ULM	13,645	1,028,018	75.34
SLEEPY EYE	3,464	260,979	75.34
SPRINGFIELD	2,051	154,523	75.34
County total	19,991	1,497,916	74.93

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
CARLTON			
BARNUM	605	45,581	75.34
CARLTON	979	73,758	75.34
CLOQUET	12,347	930,226	75.34
CROMWELL	240	18,082	75.34
KETTLE RIVER	173	0	0.00
MOOSE LAKE	2,794	210,501	75.34
SCANLON	992	74,738	75.34
WRENSHALL	418	31,492	75.34
WRIGHT	126	0	0.00
County total	18,674	1,384,378	74.13
CASS			
BACKUS	250	18,835	75.34
BENA	122	0	0.00
BOY RIVER	51	0	0.00
CASS LAKE	760	57,259	75.34
CHICKAMAW BEACH	113	0	0.00
EAST GULL LAKE	1,034	77,902	75.34
FEDERAL DAM	112	0	0.00
HACKENSACK	322	24,260	75.34
LAKE SHORE	1,067	80,388	75.34
LONGVILLE	161	0	0.00
PILLAGER	489	36,841	75.34
PINE RIVER	944	71,121	75.34
REMER	404	30,437	75.34
WALKER	926	69,765	75.34
County total	6,755	466,808	69.11
CHIPPEWA			
CLARA CITY	1,318	99,298	75.34
MAYNARD	349	26,294	75.34
MILAN	349	26,294	75.34
MONTEVIDEO	5,287	398,324	75.34
WATSON	192	0	0.00

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
County total	7,495	550,210	73.41
CHISAGO			
CENTER CITY	622	46,862	75.34
CHISAGO CITY	5,414	407,892	75.34
HARRIS	1,158	87,244	75.34
LINDSTROM	4,665	351,462	75.34
NORTH BRANCH	10,726	808,100	75.34
RUSH CITY	3,094	233,103	75.34
SHAFER	1,087	81,895	75.34
STACY	1,524	114,819	75.34
TAYLORS FALLS	1,024	77,148	75.34
WYOMING	8,037	605,510	75.34
County total	37,351	2,814,035	75.34
CLAY			
BARNESVILLE	2,666	200,857	75.34
COMSTOCK	92	0	0.00
DILWORTH	4,514	340,086	75.34
FELTON	173	0	0.00
GEORGETOWN	82	0	0.00
GLYNDON	1,404	105,778	75.34
HAWLEY	2,236	168,461	75.34
HITTERDAL	199	0	0.00
MOORHEAD	43,522	3,278,959	75.34
SABIN	554	41,739	75.34
ULEN	554	41,739	75.34
County total	55,996	4,177,619	74.61
CLEARWATER			
BAGLEY	1,421	107,059	75.34
CLEARBROOK	520	39,177	75.34
GONVICK	287	21,623	75.34
LEONARD	40	0	0.00
SHEVLIN	169	0	0.00
County total	2,437	167,859	68.88

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
COOK			
GRAND MARAIS	1,410	106,230	75.34
County total	1,410	106,230	75.34
COTTONWOOD			
BINGHAM LAKE	128	0	0.00
JEFFERS	349	26,294	75.34
MOUNTAIN LAKE	2,108	158,817	75.34
STORDEN	203	15,294	75.34
WESTBROOK	710	53,492	75.34
WINDOM	4,539	341,969	75.34
County total	8,037	595,866	74.14
CROW WING			
BAXTER	8,478	638,735	75.34
BRAINERD	13,732	1,034,572	75.34
BREEZY POINT	2,485	187,221	75.34
CROSBY	2,360	177,803	75.34
CROSSLAKE	2,275	171,399	75.34
CUYUNA	341	25,691	75.34
DEERWOOD	535	40,307	75.34
EMILY	857	64,567	75.34
FIFTY LAKES	405	30,513	75.34
FORT RIPLEY	69	0	0.00
GARRISON	215	16,198	75.34
IRONTON	572	43,095	75.34
JENKINS	457	34,430	75.34
MANHATTAN BEACH	61	0	0.00
NISSWA	2,069	155,879	75.34
PEQUOT LAKES	2,346	176,748	75.34
RIVERTON	111	0	0.00
TROMMALD	104	0	0.00
County total	37,472	2,797,158	74.65
DODGE			
CLAREMONT	535	40,307	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
DODGE CENTER	2,764	208,240	75.34
HAYFIELD	1,342	101,107	75.34
KASSON	6,504	490,013	75.34
MANTORVILLE	1,222	92,066	75.34
WEST CONCORD	776	58,464	75.34
County total	13,143	990,197	75.34
DOUGLAS			
ALEXANDRIA	13,951	1,051,072	75.34
BRANDON	495	37,293	75.34
CARLOS	499	37,595	75.34
EVANSVILLE	603	45,430	75.34
FORADA	163	0	0.00
GARFIELD	361	27,198	75.34
KENSINGTON	287	21,623	75.34
MILLERVILLE	107	0	0.00
MILTONA	433	32,622	75.34
NELSON	183	0	0.00
OSAKIS	1,784	134,407	75.34
County total	18,866	1,387,240	73.53
FARIBAULT			
BLUE EARTH	3,204	241,390	75.34
BRICELYN	346	26,068	75.34
DELAVAN	165	0	0.00
EASTON	189	0	0.00
ELMORE	584	43,999	75.34
FROST	186	0	0.00
KIESTER	473	35,636	75.34
MINNESOTA LAKE	662	49,875	75.34
WALTERS	65	0	0.00
WELLS	2,243	168,988	75.34
WINNEBAGO	1,333	100,429	75.34
County total	9,450	666,385	70.52
FILLMORE			

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
CANTON	349	26,294	75.34
CHATFIELD	2,881	217,055	75.34
FOUNTAIN	417	31,417	75.34
HARMONY	1,026	77,299	75.34
LANESBORO	764	57,560	75.34
MABEL	771	58,087	75.34
OSTRANDER	250	18,835	75.34
PETERSON	193	0	0.00
PRESTON	1,329	100,127	75.34
RUSHFORD CITY	1,770	133,352	75.34
RUSHFORD VILLAGE	841	63,361	75.34
SPRING VALLEY	2,505	188,727	75.34
WHALAN	65	0	0.00
WYKOFF	442	33,300	75.34
County total	13,603	1,005,414	73.91
FREEBORN			
ALBERT LEA	18,165	1,368,556	75.34
ALDEN	624	47,012	75.34
CLARKS GROVE	679	51,156	75.34
CONGER	134	0	0.00
EMMONS	365	27,499	75.34
FREEBORN	277	20,869	75.34
GENEVA	530	39,930	75.34
GLENVILLE	595	44,827	75.34
HARTLAND	308	23,205	75.34
HAYWARD	251	18,910	75.34
HOLLANDALE	291	21,924	75.34
MANCHESTER	50	0	0.00
MYRTLE	39	0	0.00
TWIN LAKES	145	0	0.00
County total	22,453	1,663,888	74.11
GOODHUE			
BELLECHESTER	170	0	0.00

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
CANNON FALLS	4,119	310,327	75.34
DENNISON	213	16,047	75.34
GOODHUE	1,165	87,771	75.34
KENYON	1,836	138,325	75.34
PINE ISLAND	3,420	257,664	75.34
RED WING	16,522	1,244,772	75.34
WANAMINGO	1,097	82,648	75.34
ZUMBROTA	3,463	260,903	75.34
County total	32,005	2,398,457	74.94
GRANT			
ASHBY	448	33,752	75.34
BARRETT	414	31,191	75.34
ELBOW LAKE	1,172	88,299	75.34
HERMAN	433	32,622	75.34
HOFFMAN	656	49,423	75.34
NORCROSS	71	0	0.00
WENDELL	162	0	0.00
County total	3,356	235,287	70.11
HOUSTON			
BROWNSVILLE	489	36,841	75.34
CALEDONIA	2,824	212,761	75.34
EITZEN	242	18,232	75.34
HOKAH	544	40,985	75.34
HOUSTON	967	72,854	75.34
LACRESCENT	5,169	389,434	75.34
SPRING GROVE	1,291	97,264	75.34
County total	11,526	868,371	75.34
HUBBARD			
AKELEY	451	33,978	75.34
LAPORTE	111	0	0.00
NEVIS	416	31,342	75.34
PARK RAPIDS	4,136	311,607	75.34
County total	5,114	376,927	73.70

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
ISANTI			
BRAHAM	1,804	135,914	75.34
CAMBRIDGE	8,977	676,329	75.34
ISANTI	6,031	454,377	75.34
County total	16,812	1,266,620	75.34
ITASCA			
BIGFORK	439	33,074	75.34
BOVEY	796	59,971	75.34
CALUMET	348	26,218	75.34
COHASSET	2,738	206,282	75.34
COLERAINE	1,947	146,687	75.34
DEER RIVER	925	69,690	75.34
EFFIE	131	0	0.00
GRAND RAPIDS	11,392	858,276	75.34
KEEWATIN	1,033	77,826	75.34
LA PRAIRIE	652	49,122	75.34
MARBLE	674	50,779	75.34
NASHWAUK	962	72,477	75.34
SQUAW LAKE	102	0	0.00
TACONITE	635	47,841	75.34
WARBA	183	0	0.00
ZEMPLE	89	0	0.00
County total	23,046	1,698,243	73.69
JACKSON			
ALPHA	110	0	0.00
HERON LAKE	672	50,629	75.34
JACKSON	3,407	256,684	75.34
LAKEFIELD	1,708	128,681	75.34
OKABENA	202	15,219	75.34
WILDER	56	0	0.00
County total	6,155	451,213	73.31
KANABEC			
GRASSTON	168	0	0.00

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
MORA	3,598	271,074	75.34
OGILVIE	358	26,972	75.34
QUAMBA	116	0	0.00
County total	4,240	298,046	70.29
KANDIYOHI			
ATWATER CITY	1,127	84,908	75.34
BLOMKEST	149	0	0.00
KANDIYOHI	477	35,937	75.34
LAKE LILLIAN	229	17,253	75.34
NEW LONDON	1,390	104,723	75.34
PENNOCK	513	38,650	75.34
PRINSBURG	501	37,745	75.34
RAYMOND	761	57,334	75.34
REGAL	33	0	0.00
SPICER	1,217	91,689	75.34
SUNBURG	98	0	0.00
WILLMAR	20,096	1,514,038	75.34
County total	26,591	1,982,277	74.55
KITTSON			
DONALDSON	36	0	0.00
HALLOCK	927	69,840	75.34
HALMA	48	0	0.00
HUMBOLDT	39	0	0.00
KARLSTAD	753	56,731	75.34
KENNEDY	165	0	0.00
LAKE BRONSON	215	16,198	75.34
LANCASTER	330	24,862	75.34
ST VINCENT	51	0	0.00
County total	2,564	167,631	65.38
KOOCHICHING			
BIG FALLS	210	15,821	75.34
INTL FALLS	6,138	462,439	75.34
LITTLEFORK	616	46,410	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
MIZPAH	53	0	0.00
NORTHOME	176	0	0.00
RANIER	587	44,225	75.34
County total	7,780	568,895	73.12
LAC QUI PARLE			
BELLINGHAM	150	0	0.00
BOYD	155	0	0.00
DAWSON	1,455	109,620	75.34
LOUISBURG	37	0	0.00
MADISON	1,459	109,921	75.34
MARIETTA	143	0	0.00
NASSAU	56	0	0.00
County total	3,455	219,541	63.54
LAKE			
BEAVER BAY	180	0	0.00
SILVER BAY	1,823	137,345	75.34
TWO HARBORS	3,638	274,088	75.34
County total	5,641	411,433	72.94
LAKE OF WOODS			
BAUDETTE	1,069	80,539	75.34
WILLIAMS	177	0	0.00
County total	1,246	80,539	64.64
LESUEUR			
CLEVELAND	735	55,375	75.34
ELYSIAN	712	53,642	75.34
HEIDELBERG	127	0	0.00
KASOTA	679	51,156	75.34
KILKENNY	136	0	0.00
LE SUEUR	4,091	308,217	75.34
LECENTER	2,524	190,159	75.34
MONTGOMERY	3,079	231,973	75.34
NEW PRAGUE	8,056	606,941	75.34
WATERVILLE	1,894	142,694	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
County total	22,033	1,640,157	74.44
LINCOLN			
ARCO	75	0	0.00
HENDRICKS	709	53,416	75.34
IVANHOE	546	41,136	75.34
LAKE BENTON	672	50,629	75.34
TYLER	1,119	84,306	75.34
County total	3,121	229,487	73.53
LYON			
BALATON	630	47,464	75.34
COTTONWOOD	1,237	93,196	75.34
FLORENCE	39	0	0.00
GARVIN	135	0	0.00
GHENT	363	27,349	75.34
LYND	464	34,958	75.34
MARSHALL	13,783	1,038,415	75.34
MINNEOTA	1,382	104,120	75.34
RUSSELL	329	24,787	75.34
TAUNTON	127	0	0.00
TRACY	2,123	159,947	75.34
County total	20,612	1,530,236	74.24
MAHNOMEN			
BEJOU	93	0	0.00
MAHNOMEN	1,228	92,518	75.34
WAUBUN	407	30,663	75.34
County total	1,728	123,181	71.29
MARSHALL			
ALVARADO	366	27,575	75.34
ARGYLE	650	48,971	75.34
GRYGLA	229	17,253	75.34
HOLT	94	0	0.00
MIDDLE RIVER	309	23,280	75.34
NEWFOLDEN	379	28,554	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
OSLO	302	22,753	75.34
STEPHEN	668	50,327	75.34
STRANDQUIST	77	0	0.00
VIKING	99	0	0.00
WARREN	1,596	120,243	75.34
County total	4,769	338,956	71.07
MARTIN			
CEYLON	338	25,465	75.34
DUNNELL	163	0	0.00
FAIRMONT	10,307	776,532	75.34
GRANADA	272	20,493	75.34
NORTHROP	208	15,671	75.34
SHERBURN	1,053	79,333	75.34
TRIMONT	709	53,416	75.34
TRUMAN	1,058	79,710	75.34
WELCOME	647	48,745	75.34
County total	14,755	1,099,365	74.51
MCLEOD			
BISCAY	103	0	0.00
BROWNTON	717	54,019	75.34
GLENCOE	5,520	415,878	75.34
HUTCHINSON	14,260	1,074,352	75.34
LESTER PRAIRIE	1,705	128,455	75.34
PLATO	302	22,753	75.34
SILVER LAKE	802	60,423	75.34
STEWART	544	40,985	75.34
WINSTED	2,289	172,454	75.34
County total	26,242	1,969,319	75.04
MEEKER			
CEDAR MILLS	43	0	0.00
COSMOS	453	34,129	75.34
DARWIN	355	26,746	75.34
DASSEL	1,470	110,750	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
EDEN VALLEY	1,044	78,655	75.34
GROVE CITY	620	46,711	75.34
KINGSTON	155	0	0.00
LITCHFIELD	6,763	509,526	75.34
WATKINS	956	72,025	75.34
County total	11,859	878,542	74.08
MILLE LACS			
BOCK	108	0	0.00
FORESTON	528	39,780	75.34
ISLE	779	58,690	75.34
MILACA	2,895	218,110	75.34
ONAMIA	860	64,793	75.34
PEASE	234	17,630	75.34
PRINCETON	4,755	358,243	75.34
WAHKON	221	16,650	75.34
County total	10,380	773,896	74.56
MORRISON			
BOWLUS	287	21,623	75.34
BUCKMAN	299	22,527	75.34
ELMDALE	106	0	0.00
FLENSBURG	226	17,027	75.34
GENOLA	75	0	0.00
HARDING	119	0	0.00
HILLMAN	40	0	0.00
LASTRUP	99	0	0.00
LITTLE FALLS	8,934	673,090	75.34
MOTLEY	659	49,649	75.34
PIERZ	1,388	104,572	75.34
RANDALL	629	47,389	75.34
ROYALTON	1,249	94,100	75.34
SOBIESKI	189	0	0.00
SWANVILLE	348	26,218	75.34
UPSALA	429	32,321	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
County total	15,076	1,088,516	72.20
MOWER			
ADAMS	798	60,122	75.34
AUSTIN	25,589	1,927,882	75.34
BROWNSDALE	683	51,457	75.34
DEXTER	341	25,691	75.34
ELKTON	141	0	0.00
GRAND MEADOW	1,211	91,237	75.34
LEROY	955	71,950	75.34
LYLE	546	41,136	75.34
MAPLEVIEW	179	0	0.00
RACINE	446	33,602	75.34
ROSE CREEK	398	29,985	75.34
SARGEANT	56	0	0.00
TAOPI	52	0	0.00
WALTHAM	155	0	0.00
County total	31,550	2,333,062	73.95
MURRAY			
AVOCA	138	0	0.00
CHANDLER	255	19,212	75.34
CURRIE	223	16,801	75.34
DOVRAY	55	0	0.00
FULDA	1,272	95,833	75.34
HADLEY	58	0	0.00
IONA	139	0	0.00
LAKE WILSON	241	18,157	75.34
SLAYTON	2,100	158,215	75.34
County total	4,481	308,218	68.78
NICOLLET			
COURTLAND	666	50,177	75.34
LAFAYETTE	484	36,465	75.34
NICOLLET	1,140	85,888	75.34
NORTH MANKATO	14,059	1,059,209	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
ST PETER	11,967	901,597	75.34
County total	28,316	2,133,336	75.34
NOBLES			
ADRIAN	1,256	94,627	75.34
BIGELOW	234	17,630	75.34
BREWSTER	481	36,239	75.34
DUNDEE	65	0	0.00
ELLSWORTH	467	35,184	75.34
KINBRAE	16	0	0.00
LISMORE	230	17,328	75.34
ROUND LAKE	375	28,253	75.34
RUSHMORE	338	25,465	75.34
WILMONT	341	25,691	75.34
WORTHINGTON	13,510	1,017,847	75.34
County total	17,313	1,298,264	74.99
NORMAN			
ADA	1,672	125,969	75.34
BORUP	104	0	0.00
GARY	202	15,219	75.34
HALSTAD	581	43,773	75.34
HENDRUM	288	21,698	75.34
PERLEY	83	0	0.00
SHELLY	187	0	0.00
TWIN VALLEY	797	60,046	75.34
County total	3,914	266,705	68.14
OLMSTED			
BYRON	5,770	434,713	75.34
DOVER	759	57,183	75.34
EYOTA	1,973	148,646	75.34
ORONOCO	1,503	113,236	75.34
ROCHESTER	117,444	8,848,261	75.34
STEWARTVILLE	6,237	469,897	75.34
County total	133,686	10,071,936	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
OTTERTAIL			
BATTLE LAKE	936	70,518	75.34
BLUFFTON	216	16,273	75.34
CLITHERALL	115	0	0.00
DALTON	250	18,835	75.34
DEER CREEK	325	24,486	75.34
DENT	187	0	0.00
ELIZABETH	168	0	0.00
ERHARD	146	0	0.00
FERGUS FALLS	13,747	1,035,703	75.34
HENNING	825	62,156	75.34
NEW YORKMILLS	1,226	92,367	75.34
OTTERTAIL	640	48,218	75.34
PARKERS PRAIRIE	1,024	77,148	75.34
PELICAN RAPIDS	2,525	190,234	75.34
PERHAM	3,388	255,253	75.34
RICHVILLE	87	0	0.00
UNDERWOOD	360	27,122	75.34
URBANK	54	0	0.00
VERGAS	363	27,349	75.34
VINING	69	0	0.00
County total	26,651	1,945,662	73.01
PENNINGTON			
GOODRIDGE	140	0	0.00
ST HILAIRE	270	20,342	75.34
THIEF RIVER FALLS	8,940	673,542	75.34
County total	9,350	693,884	74.21
PINE			
ASKOV	349	26,294	75.34
BROOK PARK	126	0	0.00
BRUNO	98	0	0.00
DENHAM	37	0	0.00
FINLAYSON	306	23,054	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
HENRIETTE	89	0	0.00
HINCKLEY	1,902	143,297	75.34
KERRICK	64	0	0.00
PINE CITY	3,261	245,685	75.34
ROCK CREEK	1,634	123,106	75.34
RUTLEDGE	223	16,801	75.34
SANDSTONE	2,685	202,289	75.34
STURGEON LAKE	427	32,170	75.34
WILLOW RIVER	395	29,759	75.34
County total	11,596	842,455	72.65
PIPESTONE			
EDGERTON	1,122	84,532	75.34
HATFIELD	47	0	0.00
HOLLAND	164	0	0.00
IHLEN	52	0	0.00
JASPER	595	44,827	75.34
PIPESTONE	4,150	312,662	75.34
RUTHTON	212	15,972	75.34
TROSKY	68	0	0.00
WOODSTOCK	104	0	0.00
County total	6,514	457,993	70.31
POLK			
BELTRAMI	97	0	0.00
CLIMAX	267	20,116	75.34
CROOKSTON	8,021	604,304	75.34
EAST GRAND FORKS	8,875	668,645	75.34
ERSKINE	492	37,067	75.34
FERTILE	848	63,889	75.34
FISHER	429	32,321	75.34
FOSSTON	1,489	112,182	75.34
GULLY	59	0	0.00
LENGBY	83	0	0.00
MCINTOSH	612	46,108	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
MENTOR	146	0	0.00
NIELSVILLE	88	0	0.00
TRAIL	44	0	0.00
WINGER	215	16,198	75.34
County total	21,765	1,600,830	73.55
POPE			
CYRUS	289	21,773	75.34
FARWELL	50	0	0.00
GLENWOOD	2,573	193,850	75.34
LONG BEACH	346	26,068	75.34
LOWRY	310	23,355	75.34
SEDAN	50	0	0.00
STARBUCK	1,290	97,189	75.34
VILLARD	254	19,136	75.34
WESTPORT	54	0	0.00
County total	5,216	381,371	73.12
RED LAKE			
BROOKS	136	0	0.00
OKLEE	428	32,246	75.34
PLUMMER	298	22,451	75.34
RED LAKEFALLS	1,381	104,045	75.34
County total	2,243	158,742	70.77
REDWOOD			
BELVIEW	362	27,273	75.34
CLEMENTS	140	0	0.00
DELHI	65	0	0.00
LAMBERTON	799	60,197	75.34
LUCAN	183	0	0.00
MILROY	246	18,534	75.34
MORGAN	864	65,094	75.34
REDWOOD FALLS	5,236	394,482	75.34
REVERE	92	0	0.00
SANBORN	314	23,657	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
SEAFORTH	81	0	0.00
VESTA	297	22,376	75.34
WABASSO	693	52,211	75.34
WALNUT GROVE	818	61,628	75.34
WANDA	84	0	0.00
County total	10,274	725,452	70.61
RENVILLE			
BIRD ISLAND	989	74,512	75.34
BUFFALO LAKE	674	50,779	75.34
DANUBE	461	34,732	75.34
FAIRFAX	1,152	86,792	75.34
FRANKLIN	474	35,711	75.34
HECTOR	1,076	81,066	75.34
MORTON	371	27,951	75.34
OLIVIA	2,439	183,755	75.34
RENVILLE	1,227	92,442	75.34
SACRED HEART	504	37,971	75.34
County total	9,367	705,711	75.34
RICE			
DUNDAS	1,571	118,360	75.34
FARIBAULT	23,884	1,799,427	75.34
LONSDALE	4,128	311,005	75.34
MORRISTOWN	995	74,964	75.34
NERSTRAND	309	23,280	75.34
NORTHFIELD	20,426	1,538,900	75.34
County total	51,313	3,865,936	75.34
ROCK			
BEAVER CREEK	286	21,547	75.34
HARDWICK	186	0	0.00
HILLS	668	50,327	75.34
KENNETH	61	0	0.00
LUVERNE	4,725	355,983	75.34
MAGNOLIA	209	15,746	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
STEEN	182	0	0.00
County total	6,317	443,603	70.22
ROSEALL			
BADGER	362	27,273	75.34
GREENBUSH	713	53,718	75.34
ROOSEVELT	131	0	0.00
ROSEAU	2,775	209,069	75.34
STRATHCONA	35	0	0.00
WARROAD	1,838	138,475	75.34
County total	5,854	428,535	73.20
SHERBURNE			
BECKER	4,856	365,852	75.34
BIG LAKE	11,456	863,098	75.34
CLEAR LAKE	619	46,636	75.34
ELK RIVER	24,891	1,875,294	75.34
ZIMMERMAN	5,734	432,001	75.34
County total	47,556	3,582,881	75.34
SIBLEY			
ARLINGTON	2,230	168,009	75.34
GAYLORD	2,282	171,926	75.34
GIBBON	777	58,539	75.34
GREEN ISLE	567	42,718	75.34
HENDERSON	925	69,690	75.34
NEW AUBURN	446	33,602	75.34
WINTHROP	1,412	106,380	75.34
County total	8,639	650,864	75.34
ST LOUIS			
AURORA	1,670	125,818	75.34
BABBITT	1,454	109,545	75.34
BIWABIK	995	74,964	75.34
BROOKSTON	124	0	0.00
BUHL	980	73,833	75.34
CHISHOLM	4,937	371,955	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
COOK	547	41,211	75.34
DULUTH	87,213	6,570,650	75.34
ELY	3,410	256,910	75.34
EVELETH	3,609	271,903	75.34
FLOODWOOD	518	39,026	75.34
GILBERT	1,785	134,482	75.34
HERMANTOWN	9,731	733,136	75.34
HIBBING	16,353	1,232,039	75.34
HOYT LAKES	1,975	148,797	75.34
IRON JUNCTION	88	0	0.00
KINNEY	159	0	0.00
LEONIDAS	48	0	0.00
MCKINLEY	127	0	0.00
MEADOWLANDS	131	0	0.00
MT IRON	2,893	217,959	75.34
ORR	289	21,773	75.34
PROCTOR	3,071	231,370	75.34
RICE LAKE	4,103	309,121	75.34
TOWER	491	36,992	75.34
VIRGINIA	8,439	635,796	75.34
WINTON	164	0	0.00
County total	155,304	11,637,280	74.93
STEARNS			
ALBANY	2,712	204,323	75.34
AVON	1,639	123,483	75.34
BELGRADE	762	57,409	75.34
BROOTEN	747	56,279	75.34
COLD SPRING	4,201	316,504	75.34
ELROSA	216	16,273	75.34
FREEPORT	685	51,608	75.34
GREENWALD	238	17,931	75.34
HOLDINGFORD	717	54,019	75.34
KIMBALL	795	59,896	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
LAKE HENRY	100	0	0.00
MEIRE GROVE	176	0	0.00
MELROSE	3,666	276,197	75.34
NEW MUNICH	320	24,109	75.34
PAYNESVILLE	2,513	189,330	75.34
RICHMOND	1,478	111,353	75.34
ROCKVILLE	2,570	193,624	75.34
ROSCOE	103	0	0.00
SARTELL	18,754	1,412,931	75.34
SAUK CENTRE	4,554	343,100	75.34
SPRING HILL	90	0	0.00
ST ANTHONY	90	0	0.00
ST AUGUSTA	3,563	268,437	75.34
ST CLOUD	68,202	5,138,356	75.34
ST JOSEPH	7,318	551,340	75.34
ST MARTIN	341	25,691	75.34
ST ROSA	72	0	0.00
ST STEPHEN	881	66,375	75.34
WAITE PARK	7,777	585,921	75.34
County total	135,280	10,144,489	74.99
STEELE			
BLOOMING PRAIRIE	1,992	150,078	75.34
ELLENDALE	672	50,629	75.34
MEDFORD	1,284	96,737	75.34
OWATONNA	26,087	1,965,401	75.34
County total	30,035	2,262,845	75.34
STEVENS			
ALBERTA	111	0	0.00
CHOKIO	389	29,307	75.34
DONNELLY	224	16,876	75.34
HANCOCK	763	57,485	75.34
MORRIS	5,452	410,755	75.34
County total	6,939	514,423	74.14

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
SWIFT			
APPLETON	1,356	102,161	75.34
BENSON	3,156	237,774	75.34
CLONTARF	150	0	0.00
DANVERS	95	0	0.00
DE GRAFF	119	0	0.00
HOLLOWAY	86	0	0.00
KERKHOVEN	742	55,902	75.34
MURDOCK	269	20,267	75.34
County total	5,973	416,104	69.66
TODD			
BERTHA	486	36,615	75.34
BROWERVILLE	789	59,443	75.34
BURTRUM	138	0	0.00
CLARISSA	663	49,951	75.34
EAGLE BEND	519	39,102	75.34
GREY EAGLE	335	25,239	75.34
HEWITT	254	19,136	75.34
LONG PRAIRIE	3,375	254,273	75.34
STAPLES	2,972	223,911	75.34
WEST UNION	104	0	0.00
County total	9,635	707,670	73.45
TRAVERSE			
BROWNS VALLEY	559	42,115	75.34
DUMONT	86	0	0.00
TINTAH	58	0	0.00
WHEATON	1,366	102,915	75.34
County total	2,069	145,030	70.10
WABASHA			
ELGIN	1,102	83,025	75.34
HAMMOND	114	0	0.00
KELLOGG	450	33,903	75.34
LAKE CITY	5,179	390,187	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
MAZEPPA	876	65,998	75.34
MILLVILLE	175	0	0.00
MINNEISKA	109	0	0.00
PLAINVIEW	3,387	255,177	75.34
WABASHA	2,515	189,481	75.34
ZUMBRO FALLS	204	15,369	75.34
County total	14,111	1,033,140	73.22
WADENA			
ALDRICH	42	0	0.00
MENAHGA	1,341	101,031	75.34
NIMROD VILLAGE	77	0	0.00
SEBEKA	692	52,135	75.34
VERNDALE	581	43,773	75.34
WADENA	4,150	312,662	75.34
County total	6,883	509,601	74.04
WASECA			
JANESVILLE	2,322	174,940	75.34
NEW RICHLAND	1,205	90,785	75.34
WALDORF	225	16,952	75.34
WASECA	9,027	680,097	75.34
County total	12,779	962,774	75.34
WATONWAN			
BUTTERFIELD	572	43,095	75.34
DARFUR	102	0	0.00
LA SALLE	92	0	0.00
LEWISVILLE	243	18,308	75.34
MADELIA	2,302	173,433	75.34
ODIN	103	0	0.00
ORMSBY	127	0	0.00
ST JAMES	4,545	342,421	75.34
County total	8,086	577,257	71.39
WILKIN			
BRECKENRIDGE	3,298	248,472	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
CAMPBELL	141	0	0.00
DORAN	40	0	0.00
FOXHOME	115	0	0.00
KENT	71	0	0.00
NASHUA	55	0	0.00
ROTHSAY	484	36,465	75.34
WOLVERTON	131	0	0.00
County total	4,335	284,937	65.73
WINONA			
ALTURA	466	35,109	75.34
DAKOTA	302	22,753	75.34
ELBA	148	0	0.00
GOODVIEW	4,168	314,018	75.34
LEWISTON	1,523	114,743	75.34
MINNESOTA	189	0	0.00
ROLLINGSTONE	653	49,197	75.34
ST CHARLES	3,838	289,156	75.34
STOCKTON	721	54,320	75.34
UTICA	270	20,342	75.34
WINONA	27,207	2,049,782	75.34
County total	39,485	2,949,420	74.70
WRIGHT			
ALBERTVILLE	7,485	563,922	75.34
ANNANDALE	3,374	254,198	75.34
BUFFALO	16,479	1,241,532	75.34
CLEARWATER	1,796	135,311	75.34
COKATO	2,762	208,090	75.34
DELANO	6,187	466,130	75.34
HANOVER	3,476	261,883	75.34
HOWARD LAKE	2,082	156,858	75.34
MAPLE LAKE	2,164	163,036	75.34
MONTICELLO	13,782	1,038,339	75.34
MONTROSE	3,247	244,630	75.34

COVID-19 Aid Payments to Cities Under HF 128

	2018 Population	COVID-19 Aid	Aid Per Capita
	(1)	(2)	(3=2/1)
OTSEGO	17,323	1,305,119	75.34
ROCKFORD	4,390	330,744	75.34
SOUTH HAVEN	190	0	0.00
ST MICHAEL	17,835	1,343,693	75.34
WAVERLY	1,528	115,120	75.34
County total	104,100	7,828,605	75.20
YELLOW MEDICINE			
CANBY	1,723	129,811	75.34
CLARKFIELD	812	61,176	75.34
ECHO	258	19,438	75.34
GRANITE FALLS	2,762	208,090	75.34
HANLEY FALLS	275	20,719	75.34
HAZEL RUN	61	0	0.00
PORTER	175	0	0.00
ST LEO	92	0	0.00
WOOD LAKE	417	31,417	75.34
County total	6,575	470,651	71.58
Region total	1,646,415	122,500,087	74.40
State Total	4,672,091	350,423,731	75.00

City of Kasson

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Americans with Disabilities Act (ADA)

Transition Plan

July 2020

whks

engineers + planners + land surveyors

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Introduction

Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals based on disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and Local Government Services
3. Public Accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities, and services public entities provide. As a provider of public transportation services and programs, the City of Kasson must comply with this section of the act as it specifically applies to public service agencies. Title II of ADA provides that, "… no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." (42 USC. Sec. 12132; 28 CFR Sec. 35.130)

As required by Title II of ADA, 28 CFR Sec. 35.105 and Sec. 35.150, the City of Kasson has conducted a self-evaluation of its facilities within public right-of-way and has developed this transition plan, detailing how the organization will ensure that all facilities are accessible to all individuals. This document serves as a supplement to the City of Kasson's existing transition plan covering buildings, services, programs and activities.

The ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the Architectural Barriers Act of 1968 and Section 504 of the Rehabilitation Act of 1973.

The Architectural Barriers Act of 1968 is a federal law that requires facilities designed, built, altered, or leased with federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any federal department or agency. Title II of ADA extends this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

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Agency Requirements

Under Title II, the City of Kasson must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and usable by individuals with disabilities (28 CFR Sec. 35. 150).

- May not refuse to allow a person with a disability to participate in a service, program, or activity at the cause of that disability (28 CFR Sec. 35. 130 (a)).

- Must make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result (28 CFR Sec. 35. 130 (b) (7)).

- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective (28 CFR Sec. 35.130(b)(IV) & (d)).

- Must take appropriate steps to ensure that communication with applicants, participants, and members of the public with disabilities are as effective as communication with others (29 CFR Sec. 35.160(a)).

- Must designate at least one responsible employee to coordinate ADA compliance (28 CFR Sec. 35.107(a)). This person is referred to as the "ADA Coordinator". The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals (28 CFR Sec. 35.107(a)).

- Must provide notice of ADA requirements. All public entities regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries employees, and other interested persons (28 CFR Sec. 36.107(a)). The notice must include identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis (28 CFR Sec. 104.8(a)).

- Must establish a grievance procedure. Public entities must adopt and publish a grievance procedures providing for prompt and equitable resolution of complaints (28 CFR Sec. 35.107(b)). This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

This document has been created to specifically cover accessibility within the public right-of-way and does not include information on the City of Kasson's programs, practices, or building facilities not related to public right-of-way.

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Chapter 1 – Self-Evaluation

Overview

The City of Kasson is required, under Title II of the Americans with Disabilities Act (ADA) and 28 CFR 35.105, to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the City implements these policies. The goal of the self-evaluation is to verify that, in implementing its policies and practices, the City is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

This self-evaluation also examines the condition of the City's Pedestrian Circulation Route/Pedestrian Access Route (PCR/PAR) and identifies potential need for PCR/PAR infrastructural improvements. This will include the pedestrian ramps, railroad crossings, sidewalks, and bicycle/pedestrian trails that are located within the City right-of-way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

Summary

In March of 2020, the City of Kasson conducted an inventory of pedestrian facilities within its public right-of-way, consisting of the evaluation of the following facilities:

- 387 pedestrian ramps
- 2 railroad crossings
- 20 miles of sidewalks
- 2.7 miles of trails

Guidelines for the ADA classifications used in the self-evaluation are provided on the following pages.

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Classification Guidelines

Pedestrian Ramps

Non-Compliant Priority Level 1

The location on the left is classified as Non-Compliant Priority Level 1 because there is no ramp at this crossing. The pedestrian ramp on the right is also classified as Non-Compliant Priority Level 1 because it is surrounded by curb.

Non-Compliant Priority Level 2

The pedestrian ramp on the left is classified as Non-Compliant Priority Level 2 because there is no detectable warning (truncated domes) on the ramp. The pedestrian ramp on the right is classified as Non-Compliant 2 because although there are detectable warnings, the ramps are exceptionally steep.

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Non-Compliant Priority Level 3

This pedestrian ramp is classified as Non-Compliant Priority Level 3 because although the slope of the ramp complies, and there is a detectable warning, this ramp is jointed incorrectly and does not feature a proper landing.

Compliant

These are examples of pedestrian ramps classified as compliant. These pedestrian ramps feature detectable warnings, formal landings and have running slopes less than 8.33%, cross-slopes of less than 2%, and gutter slopes that do not exceed 5%. For the purpose of this document, pedestrian ramps that met all or a majority of the ADA requirements without barriers were called compliant.

Non-City - For pedestrian ramps along Highways 57 and County State Aid Highway 34, maintenance is under the jurisdiction of MnDOT.

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Railroad Crossings

Compliant

Compliant railroad crossings must have 24” x 48” detectable warnings on both sides of the crossing. For the purpose of this document, railroad crossings that met all or a majority of the ADA requirements were called compliant.

Non-Compliant

The crossing shown above in classified as non-compliant because there are no detectable warnings.

Non-City – Railroad crossings located along Highway 57 fall under the responsibility of MnDOT.

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Sidewalks

Compliant

Sidewalks must be 5 feet wide (or 4 feet if they feature wheelchair passing zones every 200 feet). Sidewalks must also have a cross-slope of no more than 2%. Compliant sidewalks will not include lips, cracks or breaks. For the purpose of this document, sidewalks that met all or a majority of the ADA requirements were called compliant.

Non-Compliant

Sidewalks that do not meet the width guidelines or that have a cross-slope exceeding 2% will be considered non-compliant. Sidewalks will also be considered non-compliant if they have large lips, cracks, or breaks over 20% or more of the block length. Sidewalks sections that are largely compliant, but have isolated lips, cracks, or breaks have been identified as “Problem Areas”. These areas will be corrected as part of the City CIP.

Non-City - For sidewalks along Highway 57, maintenance is under the jurisdiction of MnDOT.

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Bike Trails

Compliant

Trails must be 60” or feature passing zones every 1,000 feet with a cross-slope of no more than 2%. For the purpose of this document, trails that met all or a majority of the ADA requirements were called compliant.

Non-Compliant

Trails that feature over a 2% cross-slope, are not 60” wide, or do not feature passing zones will be considered non-compliant. Trails that have large holes, bulges, or cracks will also fall into this category.

Non-City – Trails located along 8th Avenue NW and 10th Avenue NE fall under the responsibility of MnDOT or Dodge County.

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Self-Evaluation Results

The self-evaluation of pedestrian facilities yielded the following results:

Pedestrian Ramps

- 7% of pedestrian ramps were rated as Non-Compliant Priority Level 1
- 34% of pedestrian ramps were rated as Non-Compliant Priority Level 2
- 36% of pedestrian ramps were rated as Non-Compliant Priority Level 3
- 23% of pedestrian ramps were rated as compliant

Railroad Crossings

- 100% of pedestrian railroad crossings were rated as non-compliant

Sidewalks

- 18% of sidewalks were rated as Compliant >5ft
- 78% of sidewalks were rated as Compliant <5ft
- 4% of sidewalks were rated as non-compliant
- Numerous spot repairs were also identified

Trails

- 100% of trails were rated as compliant

These results are summarized in Figures 1 and 2.

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Chapter 2 – Implementation

The City of Kasson has traditionally budgeted about $50,000 per year for upgrading non-compliant pedestrian ramps, sidewalks, and trails. During scheduled street and utility improvement projects, pedestrian facilities impacted by these projects are typically upgraded to current ADA accessibility standards.

Priority Areas

The City of Kasson has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, government offices, and medical facilities. The priority areas identified in the self-evaluation are as follows:

- Priority Area 1: Main Street and around the Library
- Priority Area 2: 16th St. NE, 11th St. NE, and 5th Ave. NE around the schools

These priority areas are shown in Figures 1 and 2.

External Agency Coordination

Numerous other agencies are responsible for pedestrian facilities within the jurisdiction of the City of Kasson. The City will coordinate with those agencies to track and assist the facilitation of the elimination of accessibility barriers along their routes.

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Chapter 3 – Improvement Schedule

The City of Kasson has set the following schedule goals for improving the accessibility of its pedestrian facilities within the City jurisdiction.

- After 5 years, 80% of pedestrian ramps identified as being Non-Compliant Priority Level 1 within the jurisdiction of the City will be ADA compliant.
- After 10 years, 80% of accessibility features within the priority areas identified by City staff will be ADA compliant.
- After 30 years, 80% of accessibility features within the jurisdiction of City will be ADA compliant.

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Chapter 4 – Unit Prices and Costs

Unit Prices

Construction costs for upgrading facilities vary based on the individual improvement as well as individual site conditions. Costs will also vary dependent on the magnitude of the project as well and the types of improvements. Listed below are representative costs for some typical accessibility improvements which are included as part of a retrofit type project or as part of a larger comprehensive improvement project.

- ADA compliant pedestrian ramp: $5,000 per ramp
- ADA compliant railroad crossing: $10,000 per crossing
- 5-foot ADA compliant sidewalk: $60 per linear foot

Priority Areas

Based on the results of the self-evaluation, the estimated costs associated with eliminating accessibility barriers within the targeted priority areas are as follows:

Priority Area 1: $410,000

Priority Area 2: $390,000

Entire Jurisdiction

Based on the results of the self-evaluation, the estimated costs associated with eliminating accessibility barriers within the entire jurisdiction is $6.72 million. This amount represents a significant investment that the City of Kasson is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken to absorb the cost into the City of Kasson's budget for improvements to the public right-of-way.

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Chapter 5 – Policies & Procedures

Previous Practices

Since the adoption of the ADA, the City of Kasson has aimed to provide accessible pedestrian features as part of the City's capital improvement projects. As additional information was made available regarding the methods of providing accessible pedestrian features, the City of Kasson updated their procedures to accommodate these methods.

Policy

The City of Kasson's goal is to continue to provide accessible pedestrian design features as part of the City's capital improvement projects. The City of Kasson has established ADA design standards and procedures as listed below. These standards and procedures will be kept up to date with nationwide and local best management practices.

Design Procedures

Pedestrian ramps, railroad crossings, sidewalks, and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible to achieve full accessibility within the scope of a project. Those limitations will be noted, and those components will remain on the transition plan. As future projects or opportunities arise, those components shall continue to be incorporated into future work. Regardless if full compliance can be achieved or not, each component shall be made as compliant as possible in accordance with the judgement of City staff.

Policies, practices and programs not identified in this document will follow the applicable ADA standards. Maintenance of pedestrian facilities within the public right-of-way will continue to follow the policies set forth by the City of Kasson.

The City of Kasson will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City's jurisdiction are ADA compliant to the maximum extent feasible. Requests for accessibility improvements can be submitted to the responsible party described in chapter 6.

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Chapter 6 – ADA Coordinator

In accordance with 28 CFR 35.107(a), the City of Kasson has identified an ADA coordinator to oversee the City's policies and procedures. Contact information for this individual is provided below:

Name: Timothy Ibisch, City Administrator
Address: 401 5th Street SE
Kasson, MN 55944
Phone: (507) 634-7071
E-mail: Cityadministrator@cityofkasson.com

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Chapter 7 – Public Outreach

The City of Kasson recognizes that community input and involvement is important in the creation of this transition plan. Input from the community will be gathered and used to help define priority areas for improvements within the jurisdiction of the City of Kasson.

The City will provide an opportunity for interested persons, including individuals with disabilities or organizations representing such individuals, to comment on the self-evaluation and transition plan process.

A draft copy of the transition plan was sent to known organizations that serve people with disabilities in the City of Kasson, including:

- Opportunity Services
- SEMCAC – Southeast Minnesota Citizens Action Council
- Dodge County Family Services
- K-M School, Community Education (Jenny Carrier)
- K-M School, Special Education (www.komets.k12.mn.us/page/2861)
- Zumbro Education District
- Dodge County Public Health
- Chamber of Commerce

A draft copy of the transition plan was shared with the City Council on _____.

This plan can be found online on the City's webpage: www.cityofkasson.com and will be available at the Kasson Public Library.

This document is open for public review. A summary of comments received and detailed information regarding the public outreach activities are located in Appendix A. As of _____,2020, no public comments have been received.

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Chapter 8 – Public Notice

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities regarding progress made toward becoming compliant with the ADA guidelines. This public notice is provided below:

Public Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Kasson will not discriminate against qualified individuals based on disability in City services, programs, or activities.

Employment: The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations laid out by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act.

Effective Communication: The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in braille, and other ways of making information and communication accessible to people who have speech, hearing, or vision impairments.

Modifications to policies and procedures: The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or modification of policies or procedures to participate in a City program, service, or activity, should contact the ADA coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

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Chapter 9 – Grievance Procedure

If users of the City of Kasson's facilities and services believe that the City has not provided reasonable accommodation, they have the right to file a grievance. In accordance with 28 CFR 35.107(b), the City has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizen's complaints, concerns, comments, and other grievances.

Americans with Disabilities Act Grievance Procedure

This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Kasson.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted as soon as possible, preferably within 60 calendar days of the alleged violation to the ADA coordinator:

Name: Timothy Ibisch, City Administrator
Address: 401 5th Street SE
Kasson, MN 55944
Phone: (507) 634-7071
E-mail: Cityadministrator@cityofkasson.com

Within 15 calendar days after receipt of the complaint, the ADA coordinator will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA coordinator will respond in writing, and where appropriate, in a format that is accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Kasson and offer options for substantive resolution of the complaint.

If the response by the ADA coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the U.S. Department of Justice or other appropriate state or federal agency.

Any written complaints and responses will be retained by the City of Kasson for at least three years.

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Chapter 10 – Monitoring Progress

This document will continue to be updated as conditions within the City evolve. The chapters in this document will be updated periodically with future updated schedules. With each main body update, a public comment period will be established to continue the public outreach.

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Figures

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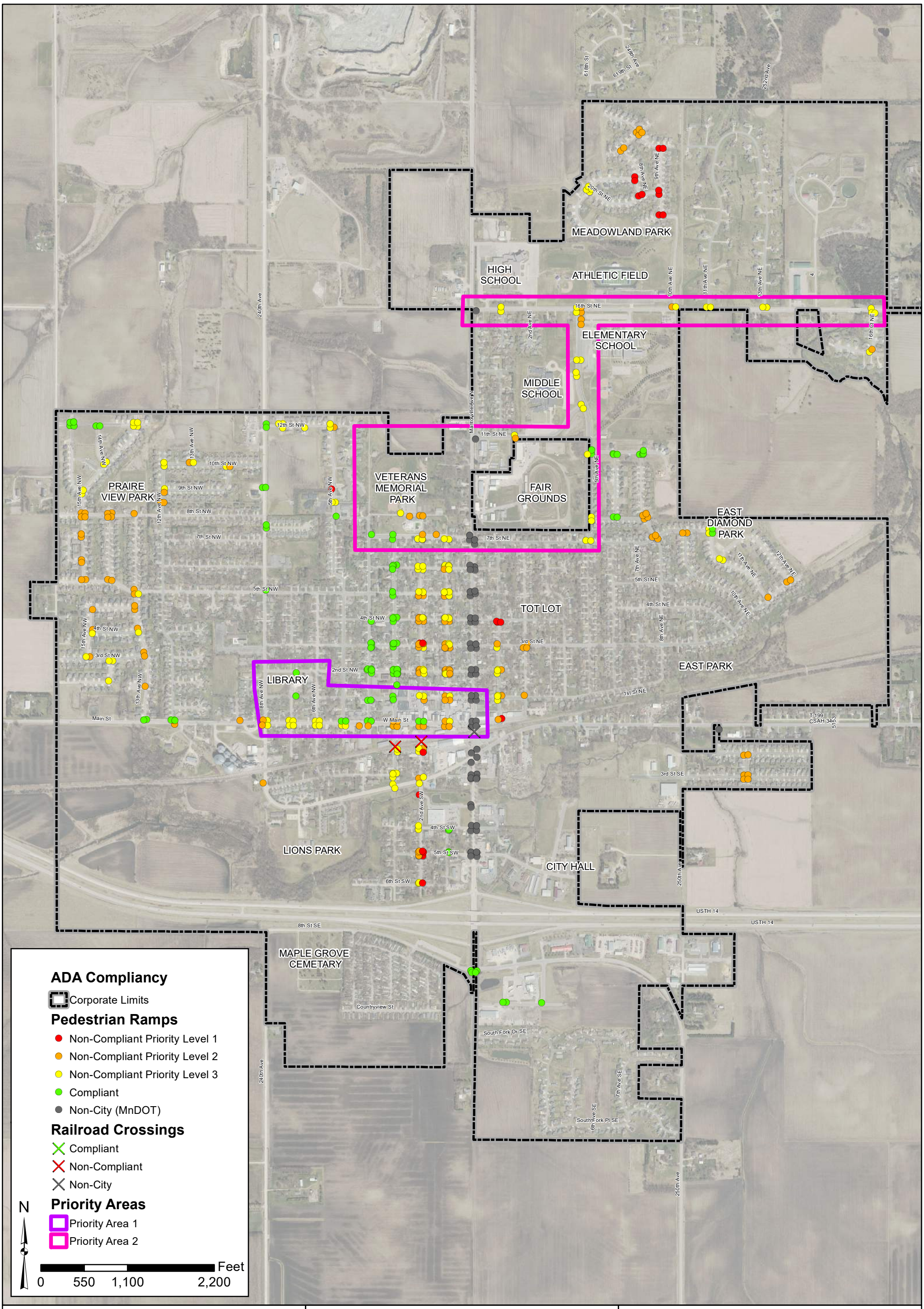
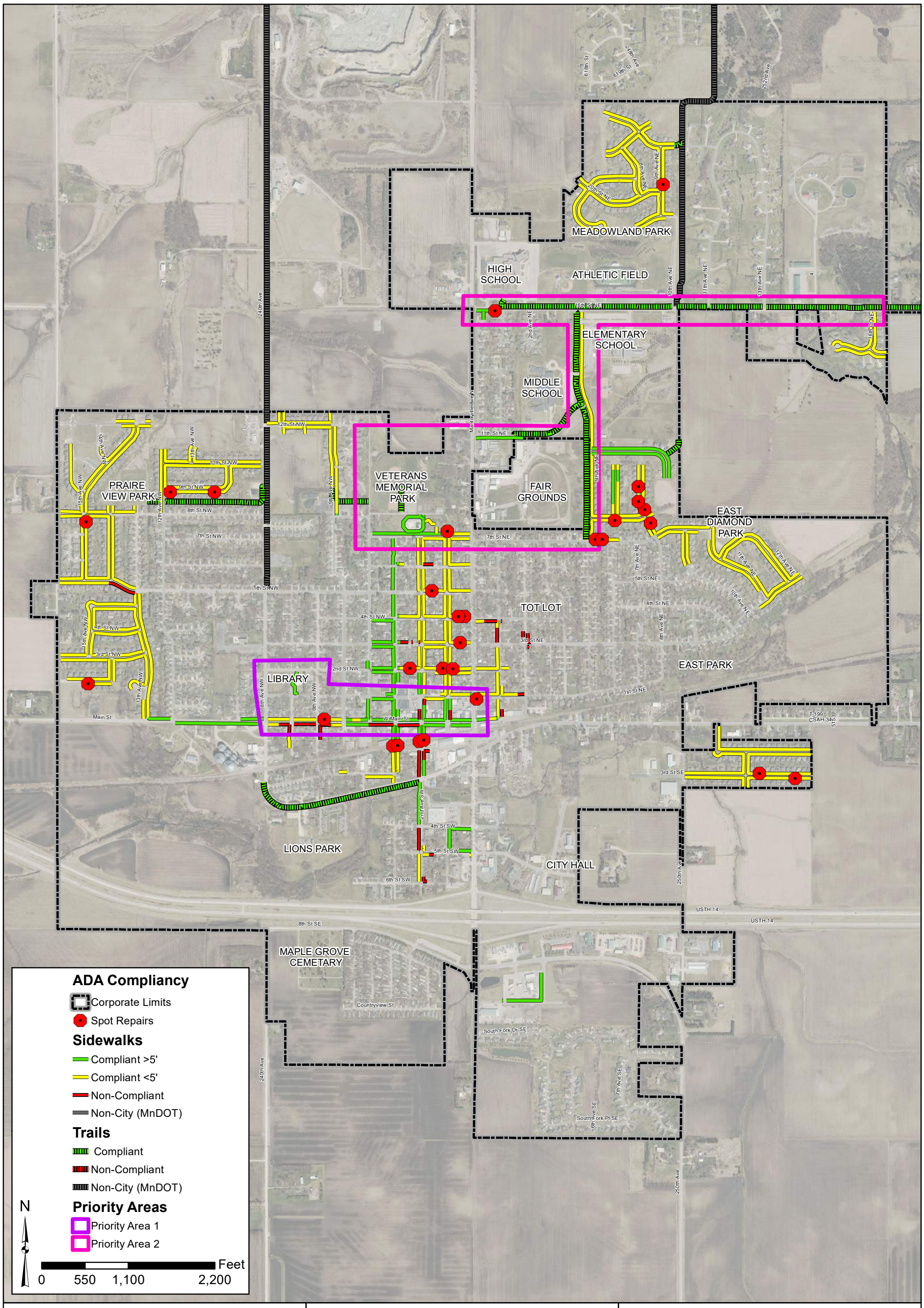


City of Kasson

ADA Transition Plan Pedestrian Ramps & Railroad Crossings

whks
engineers + planners + land surveyors



City of Kasson

ADA Transition Plan Sidewalks & Trails

whks
engineers + planners + land surveyors

Appendix A – Public Comments

Public Comments Received:

No comments received at this time.

DRAFT

Glossary of Terms

ADA: See Americans with Disabilities Act.

ADA Transition Plan: The plan that identifies physical barriers in the City right-of-way per ADA standards, establishes priorities for removing barriers, and outlines a plan for removing barriers and achieving compliance with ADA standards.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

Right-of-Way: A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

United States Department of Justice (DOJ): The United States federal executive department responsible for the enforcement of the law and administration of justice.

DRAFT

KASSON FIRE DEPARTMENT

FIRE ✠ RESCUE ✠ EMS ✠ 101 E. MAIN STREET ✠ KASSON, MN 55944

6/21/2020
1200 HRS

Kasson Fire Department
101 E Main St
Kasson, MN 55944

Letter of Correspondence & Record

Subject: Resignation
Staff: Firefighter – Nicholas Fitch

City of Kasson
401 5th St SE
Kasson, MN 55944
Attn: City Administrator

Mr. Ibisch,

This letter of correspondence is to make you aware of the submission and acceptance of the letter of resignation of Firefighter Nicholas Fitch, effective June 21, 2020 as a member in good standing.

Submitted for City Administrator approval / endorsement, followed by recommendation to approve at next City of Kasson - Council Meeting.

Should you have any questions – please feel free to contact me @ 507-517-4113 or by email @ kassonfirechief@kmtel.com.

Respectfully

Joe Fitch - Fire Chief

The mission of Kasson Fire Department is to provide life safety and hazard response to the citizens and visitors of the community we serve, in a safe, professional and ethical manner. Our focus will be to actively engage in prevention, public education, risk management, emergency response, code enforcement, fire investigation and professional development.

Joe Fitch

From: Joe Fitch <joefitch24@gmail.com>
Sent: Monday, June 22, 2020 9:32 AM
To: Joe Fitch
Subject: [EXTERNAL] Fwd: Retirement

---------- Forwarded message ---------
From: **Nick Fit** <fitchfamily1521@gmail.com>
Date: Sun, Jun 21, 2020 at 7:13 AM
Subject: Retirement
To: Joe Fitch <joefitch24@gmail.com>

I'm writing this to inform you of my retirement. The years of service I've provided were great but at this time I feel like I'm heading in a different direction then the department. My family is getting busier and I can't commit the time required of me. I will miss every part of the job and most of the guys I served with.
Thanks
Nick Fitch

Sent from my iPhone

Kasson Police Calls for Service

	2014	2015	2016	2017	2018	2019	2020
January	274	286	294	322	346	424	397
February	271	247	260	341	310	394	355
March	280	302	273	277	352	446	339
April	325	347	375	364	418	480	255
May	373	367	413	461	502	530	379
June	293	339	349	370	395	549	442
July	364	408	408	528	454	448	
August	286	372	343	404	466	483	
September	263	352	346	450	461	505	
October	336	309	489	370	380	416	
November	263	284	359	390	348	433	
December	300	331	334	377	437	435	
Yearly Total	**3628**	**3944**	**4243**	**4654**	**4869**	**5,543**	**2,167**

June 25, 2020

Finance Director Report

- May financial drafts distributed
- 7/8 Meet with fiscal advisor- review overall utility rates and tax levy- 2021 and future projections
- 2021 Budgets- July 1st
- Kent's party – June 30th 11:30 to 1:00
- Donated sick leave balance (since 2018)- $7,957.20
- Yes, Coverage for civil unrest
- Investment interest rates have dropped dramatically (2.75 to .75- 5 yr)
- Trail grant
- Annual Loss Control Review
    - Claim history
    - Work Comp
    - Fleet policies and review
    - Accident impacts:
        - Work comp
        - Member of the public
        - Disruption of operations
        - Equipment loss, loss of use
        - Public confidence
        - Budget
        - Increases in premiums
    - Driver's License check

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

To: City Administrator, City Council and Mayor

From: Joshua Hanson

CC:

Date: 6/25/2020

Re: June Department Head Report for the Kasson Police Department

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- June 1-14 our department participated in the TZD distracted driving campaign. We had 5 grant-funded overtime hours, in addition to the time officers spent doing extra enforcement during their routine patrols. Kasson Officers issued 12 hands-free violation citations during the campaign.
- TZD speed enforcement began June 22 and continues until July 19. We have 7 grant-funded overtime hours. We are partnering with law enforcement on July 3 to do a border-to-border saturation on Hwy. 14. Law enforcement along the entire route of Hwy. 14 will spend the day doing high visibility enforcement as the busy holiday weekend begins. Kasson PD is coordinating the effort for the SE MN stretch of Hwy. 14
- I sent an email to the school board introducing myself and the next police chief. The meeting was held virtually, so I was unable to attend in person.
- Had a handful of protestors out two separate nights. The protestors were respectful. We had one incident that caused controversy on social media but we were able to mediate and had a peaceful resolution.
- Several Scouts and their parents from K-M Troop 231 painted the K9 agility equipment that the public works employees build and help set up.
- Officers completed their annual handgun day qualification. We also had one officer attend pursuit driving class in Rochester, which is due every 5 years.
- We sold 50 helmets at the Bike Rodeo and had 3 staff members assist, along with reserve officers.
- Drive-in movie night at North Park. 4 Kasson reserve officers assisted with traffic control.
- We have had several vehicle-related crimes. Earlier in the month, we had a vehicle stolen about 2 blocks away from the PD office. Olmsted deputies located and briefly pursued the vehicle before discontinuing the pursuit. The suspect eventually parked the vehicle in Byron behind a part-time Kasson officer's shop. The officer has a 4k camera system and the suspects were identified from the video and later arrested.

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

- We recovered a stolen vehicle at an apartment complex on West Main Street. That recovery eventually led to several other stolen items and other fraudulent activities.
- The K9 squad is currently out of service for repair after the driver hit a deer.
- Since we started taking credit cards we received 2 payments in May and 7 in June, at no additional cost to the city.

Significant Statistics:

- Permits to Purchase: 74 applications so far this year, we were at 54 last year.
- 2106 total Calls for Service/ICR's for the year so far, last year we were at 2759. As of June 24th, we have had 330 Calls for Service/ICR's, last June at this time we had 441.
- 10 disturbance calls, 4 domestics, 3 DWI arrests, 5 fraud cases, and 4 crashes so far for June.

Liquor Store Report June 2020

* I attended the meeting with Congressman Hagedorn on June 11

* With folks going back to work, business has returned to more normal operations. To date, June is up 11% over June of 2019.

* The supply chain continues to be disrupted. There may soon be allocations on Coors light. Corona will also be in short supply (I get the irony)

* I replaced two part time employees with one new hire.

* We will be open July 4 from 9am to 8 pm

* We have returned to taking cash. We no longer accept checks.

* I have started on my budget. I have been in contact with colleagues who have had road closures near their stores discussing the effect on their sales.

Department Head Meeting

June 25th, 2020

Park Department

1. **Aquatic Center Opening** – With the governor making the announcement for the "Stay Safe" order to move to Phase 3 of the plan, the Park Board recommended to the council to open the pool on Friday June 19th, 2020. Working with Josh Mitchell the pool Manager, we came up with a reservation "only" plan for all patrons who would come to use our facility. (Resident and Non-Resident). We also had to prepare a Covid-19 Protocol Plan that would have to be in place before we could have anyone enter the facility. For open swim times, we went with two sessions. The hours are: 12:00 PM – 3:30 PM and 4:30 – 8:00 PM weekly. We also have Early Morning Lap Swim, Parent- Tot Swim and Group sessions which are set up in the mornings from 8:30 AM – 11:30 AM. After the first week on being open, the system seems to be working quite well, along with the staff cleaning and disinfecting the entire facility every day when needed.

2. **Adult Softball League** – Also with the governors Phase 3 plan, we were able to put together an 8 week adult softball season starting Thursday, June 25th 2020. Entry Fees for the 8 teams that will be competing in the league were cut in half based on what we normally would charge each team. $150.00 to the City of Kasson and $87.00 to Festival in the Park will be collected from each team. Season will end on August 20th with no playoffs scheduled this year. Game times are: 6:30, 7:30, 8:30 and 9:30 on North Field 1 at Veterans Memorial Park.

3. **Park Projects** – **A.** Tree work – Have been trimming and removing some storm damaged trees in the recent weeks. Also, still working with Dan Gibbs on replanting the large trees that died over the winter on the 3rd, 4th, and 5th Ave project. **B.** Have locates in to install two park signs, J.Hyde Kasson Park and Meadowland Park. **C.** Will be starting to grind stumps around the city within the next couple of weeks. We have roughly around 50 stumps to remove, clean-up, fill with dirt and grass seed. **D.** Started the permit process for the 18 x 18 picnic shelter going up in Meadowland Park. We will start this shelter around the end of July.

Meetings and Events Attended

June 8	Meeting with DCI Editor
June 9	Meeting at City Hall (Movie in the Park)
June 16	Park Board Meeting
June 18	Meeting with Brandon (Trail Connection – NW)
June 25	Department Head Meeting

KASSON FIRE DEPT.

DEPARTMENT HEAD REPORT

6-25-2020

New members

4-7 Probationary members have completed all training

1-7 Probationary member has completed all Fire Training / Still needs to complete Medical Training (Aug-Oct)

2-7 Probationary members have completed the medical but still need to pass the Fire Training Certification testing.

Resignation / Retirement

Member Nick Fitch 10 years of service Eff 6-22-2020 to be accepted and confirmed by council at their next meeting

Call Update

Calls continue to be steady and no big change. Still avg little over a call per day

Training

Training is going well. As stated, new members are doing well and we are back to running full trainings with the members.

Currently working on a class to get the rest of our dept training and certified to drive the AMB if needed. We will have a shared cost with DCAMB on this.

City of Kasson

We're Ready For You!

Dept. Head 6-25-20

Electric Dept.

Three Rules of Work: Out of clutter find simplicity. From discord find harmony. In the middle of difficulty lies opportunity.

-Albert Einstien-

Tree Work – Tree work is completed for the summer barring any emergency storm damage type work. Identifying problem tree's for contractor removal next year as well as our tree list for fall / winter.

Engineering – Steve Cook has completed Prairie Willows plans.

Miscellaneous - Stone Ridge is 100% energized, 2 St. lights need to be installed.

2 OT events- primary cable failure 600 block between 1st ST and 3rd ST NE at 11:30pm 6/13 with KW, EH, JN responding / ½ power 10th AVE NE, single house involved 10am 6/14/20 EH and JN responded, Service saver was used for the first time

A&A will be boring approx. 1400' of new 1/0 primary cable in NE fault area to replace old open concentric cable that is fault prone. Once their work is complete, we will be terminating new cable and improving that area as we take outages.

Jarrod is working on Main Street extension options and Prairie Willows will be starting soon. Day to day locates and meter work, disconnects and reconnects, socket removals and street lights are keeping the guys very busy daily.

Meetings –

6/1 – Alex Martin	**CMPAS**	**West Recloser**
6/8 – Laurie Cook	**PLC Engineering**	**Hwy 57 Lighting**
6/9 – S&L	**(phone meeting)**	**Thompson's**
6/10 – Steve Cook		**Prairie Willows**

6/17- CMPAS	**phone**	**Board Meeting**

From: electricdept@cityofkasson.com <electricdept@cityofkasson.com>
Sent: Tuesday, June 9, 2020 11:15 AM
To: 'Tim Ibisch' <Cityadministrator@cityofkasson.com>
Subject: Behind the meter devices

Good Morning Tim,

Yesterday I had a much-appreciated heads up phone call from Coy Borgstrom regarding an outside generator interconnection / disconnect switch he'd like to install at his parent's home. This isn't the first conversation I've had with Coy on this subject and appreciate the due diligence he's put forth in researching this device as I've now talked to the manufacturer and a few Co Op's regarding them. That being said I'd like to recognize that these are UL listed devices and that they have a good track record of reliability. I called Mr. Borgstrom at 4:12pm on 6-8-20 with some further questions that I'd thought of after thinking about it more and have yet to hear back from him. He indicated that he'd be bringing this matter to council. I want to be clear that I would make the same argument regardless of who brings the question or what they want to attach to the meter socket in violation of the rules.

Mr. Borgstrom recognizes that this device is a clear violation of current and recently adopted by Council (when he was on it, I believe) Electric Rules and Regulations. Sec. 600 Meters

<u>607 Wiring Restrictions on Meters and Metering Sets</u>

No customer wiring is permitted to be connected to the metering, secondary wiring or under the terminals of the meter. No part of the metering set may be used as a junction box for the customer's wiring.

My concerns currently are as follows:

The rules exist for a few reasons including safety of Electric Dept. personal and a clear delineation between customer owned equipment and City accessible areas of such. Mr. Borgstrom stated that a licensed electrician would be needed to legally install the device. As such, in the event of an emergency that necessitated behind the meter access, Electric Dept. personal would not be able to access the actual source wiring until an electrician legally removed the device. They could only pull the meter, cover it and wait. This device is essentially a junction box and circuit breaker between a generator and Utility power.

For reference, "behind the meter" means on the load side of the meter, not physically behind the meter.

1) Co-Op's in general allow this device after some research. I believe this is because their response time is longer and they generally have a master licensed electrician on staff to install and remove such

things legally. Municipals' and large investor owned utilities (Xcel) general follows the same rule we currently do and don't allow them.

2) In the event of a service fault, we would not be able to restore power with our Service Saver device and would again, have to wait for an electrician to even begin the troubleshooting process. This involves additional labor costs for the City in the event of a service fault.

3) Being that the device is customer owned we have no way to check it and confirm that it is working and in good repair and functioning correctly. This brings up safety concerns (for Electric Dept. employee's) should the device malfunction from generator back feed. I want to qualify very clearly that as referenced above that I don't see this being any more of an issue with this device, based on the research that Mr. Borgstrom has done and that both he and the manufacturer have forwarded to me, than it would be with any currently allowed behind the meter transfer switch.

4) This is a cheap work around for the customer that presents some valid concerns for the utility. An admittedly more expensive but allowed option (doesn't violate any Rules and Regs) already exists that accomplishes the same thing and we've made other customers install it at their expense. I believe changing the rule and / or allowing exceptions open The City and Utility to a whole host of potential issue with people wanting to install non approved devices where we don't want them from a Utility standpoint. This basically necessitates a case by case argument rather than a comprehensive rule that covers all situations applicable to everyone. To sum up, it isn't allowed currently from the City Utility Rules and Regulations. The customer would and should have to incur the additional cost and liabilities that come with additions to their personal property's electrical system outside of the normal. In this case a behind the meter transfer switch mounted on the load side of the meter, not in or on the meter socket. Battery backups are also widely available for sump pumps should that be the understandable major concern. They are affordable and automatic solutions to a sump pump problem.

I wanted to present the concern's we have from a Utility standpoint. If I hear back from Mr. Borgstrom and they are addressed I'll amend this as applicable.

Thanks,

Jarrod Nelson
Electric Dept. Supervisor
City of Kasson
(Office) 507-634-6330
(Fax) 507-634-7402

Kasson Public Library
607 1st St. NW, Kasson, MN 55944
507/634-7615 www.kasson.llb.mn.us

Department Head Meeting
From: Patricia Shaffer-Gottschalk

Date: June 25, 2020

- **Library Reopened May 21** – *City built/installed plexiglass shields for circulation desk.*
  - System of doorkeeper has worked well, serving to greet/introduce new rules and limit numbers (19 at a time). We've never had people waiting, even with the current limits. We are following all guidelines from State Library Services and MDH. A report just published June 22 affirms that all returning books should be quarantined for 72 hours to prevent virus transmission, as we have done since March.

- **Summer Book Program** – June 1-July 31, 2020 - *all accomplished practicing social distance*
  The major components of this program include:
  - Book Giveaways twice weekly for preschool to high school kids, delivered by "Book Bug." These are done in parks and other public places. Bags also contain activity sheets and small prizes. 400 books given away in 3 weeks.
  - Online activities – puzzles, coloring sheets, mazes, book map; Scavenger Hunt in July
  - Online Tech Club – design your 3D model and we'll print it for you for free
  - Weekly online storytimes and 2 professional performances posted on website
  - "Where's Rocket" guessing contest
  - Entire Summer Book Program is funded by donations already in hand.

- **Building Report** –
  - Flower pots and the flower bed in front has been planted to add color and beauty. A Girl Scout troop had wanted to plant a butterfly garden in the back, but the pandemic intervened and put this on hold.
  - 6/5/2020 – Plumbing issue once again; plumbers recommend: 1) replace the toilet in the staff restroom and 2) each day pour a 5-gallon bucket of water into the toilet to do a thorough flushing.
  - Fire alarms will be tested July 1.
  - MakerSpace room has been under-utilized and is being outfitted for multi-group use. All volunteer work and re-purposed wood used.

- **Staff**
  - David Greenfield had his first anniversary and evaluation.

City of Kasson

We're Ready For You!

To: City Council
Date: 6/25/20

Agenda Heading: Water/Wastewater Department Report

- **I & I Planning**. WHKS has nearly completed the manhole inspections. Hydo-Klean is nearly completed the main sanitary sewer line televising and starting to review the recordings.

- **COVID 19.** The city is participating in a study being conducted by Biobot to determine the amount of the COVID 19 virus in the cities raw sewage coming into the treatment plant. We are collected samples once a week in the month of May. We have received the results and are available for review.

- **Line tracing training** Jeff Ulve and Nate Bleess will be attending line tracing training on July 22 in Cologne MN. The training is designed to help the operator better understand the principles of line tracing and the use of the cities equipment.

- **Well 2** The new equipment for the chemical feed system has been ordered and work continues getting the well ready for start up.

- **Fluoride concentration** The Minnesota Department of Health has reduced the amount fluoride that cities are required to have in the treated water, the old level was 1.2 parts per million it is now .7 parts per million, we are working with our chemical supplier to make the proper adjustments.

- **Sanitary sewer jetting** City crews have started with jetting sanitary sewers, the goal is to complete about a 1/3 of the city.

- **Flow Amounts**. The city pumped 15.2 million gallons from wells 4 and 5. The wastewater treatment plant treated 44.2 million gallons, 5.5 million gallons was received from Mantorville, these are all for the month of May.

- **Emergency Response Plan.** The EPA is requiring all cities to complete a Vulnerability Self Assessment Tool (VSAT) also included with this is to have a Emergency Response Plan. These two items are due this year and June of 2021. The city is looking to set up a training exercise in the near future utilizing the pumping plan for a possible flooding event.

Cash and Investment Summary May-20	Draft 1010 CASH	1011 CASH- Debt Service	1040 Investments	1041 Money Markets	TOTAL
101 General Fund	(274,944)		1,275,930	2,713	1,003,699
210 STABILIZATION FUND	21,506		149,000	-	170,506
211 Library Fund	90,994		-	-	90,994
219 Tax Abatement	(200,000)				(200,000)
225 EDA MIF FUND	30,532		-	462	30,994
226 EDA RLF	72,562				72,562
247 Assisted Living	-				-
248 Downtown	146				146
249 TIF	77,087				77,087
290 Economic Development	17,634		-		17,634
382 16th St NE	13,219				13,219
385 Aquatic Center	72,685				72,685
386 Fire Truck and Equipment	320				320
389 Oppidan Assessment	14,602				14,602
391 Oppidan/Folkestad TIF	(25,288)		-	798	(24,490)
392 GO Refunding 2015A	186,946				186,946
393 2017 Street Assessment Project	99,126		284,000	161	383,287
401 Permanent Revolving Impr Fund	182,540		774,750	44,368	1,001,658
412 16th St NE	(454,260)				(454,260)
423 3-4-5	(253,888)				(253,888)
424 Hwy 57	(352,184)				(352,184)
425 SRTS	(5,460)				(5,460)
426 16th St NW	(19,419)				(19,419)
601 Water Fund	2,881	241,796	598,950	182	843,810
602 Sewer Fund	243,655	391,897	1,387,160	1,587	2,024,299
604 Electric Fund	335,618	44,223	3,730,631	16,983	4,127,454
605 Storm Water	109,924	117,855	231,630	2,444	461,853
606 ICE ARENA	(29,406)		-	-	(29,406)
609 Liquor Fund	28,315		725,450	1,354	755,120
610 Maple Grove Cemetery	5,773		100,999	333	107,105
875 Community Policing Fund	9,951		-		9,951
877 Festival in Park Fund	20,033				20,033
	21,198	795,771	9,258,499	71,386	10,146,855

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Government Wide						
3101 CURRENT AD VALOREM TAXES	0.00		0.00		2,093,615.00	-2,093,615.00
3107 ABATEMENT LEVY	0.00		0.00		5,897.00	-5,897.00
3210 BUSINESS LICENSES/PERMITS	845.00	0.26	8,470.00	0.62	13,500.00	-5,030.00
3341 LOCAL GOVERNMENT AID	0.00		0.00		1,170,059.00	-1,170,059.00
3349 MISCELLANEOUS STATE GRANT	0.00		0.00		3,869.00	-3,869.00
3410 CHARGES FOR SERVICES	3.00		8.00		2,000.00	-1,992.00
3415 CITY HALL RENT	0.00		0.00		100.00	-100.00
3621 INTEREST EARNED	721.77	0.22	6,476.91	0.47	10,000.00	-3,523.09
3622 RENTS AND ROYALTIES	531.00	0.16	2,655.00	0.19	3,000.00	-345.00
3624 MISC REVENUE - REFUNDS	141.00	0.04	377.72	0.03	1,500.00	-1,122.28
3626 MONEY MARKET INTEREST	0.00		9.56		0.00	9.56
3921 TRANSFER FROM OTHER FUNDS	0.00		0.00		16,000.00	-16,000.00
Total Department	2,241.77	0.70	17,997.19	1.32	3,319,540.00	-3,301,542.81
Planning and Zoning						
3413 ZONING/SUBDIVISION FEES	0.00		650.00	0.05	2,000.00	-1,350.00
3624 MISC REVENUE - REFUNDS	900.00	0.28	3,250.00	0.24	4,000.00	-750.00
Total Department	900.00	0.28	3,900.00	0.29	6,000.00	-2,100.00
Cable TV						
3495 FRANCHISE ROW USE	0.00		46,756.33	3.42	60,000.00	-13,243.67
Total Department			46,756.33	3.42	60,000.00	-13,243.67
Police						
3345 POLICE/FIRE STATE AIDS	0.00		0.00		70,000.00	-70,000.00
3349 MISCELLANEOUS STATE GRANT	0.00		0.00		4,500.00	-4,500.00
3369 OTHER COUNTY GRANT	0.00		0.00		58,000.00	-58,000.00
3420 PUBLIC SAFETY	0.00		117.02	0.01	200.00	-82.98
3511 COURT FINES	1,281.62	0.40	6,527.68	0.48	18,000.00	-11,472.32
3624 MISC REVENUE - REFUNDS	555.00	0.17	1,533.29	0.11	3,000.00	-1,466.71
Total Department	1,836.62	0.57	8,177.99	0.60	153,700.00	-145,522.01
Fire						
3101 CURRENT AD VALOREM TAXES	0.00		0.00		5,741.00	-5,741.00
3346 STATE FIRE AID	0.00		1,000.00	0.07	40,000.00	-39,000.00
3349 MISCELLANEOUS STATE GRANT	0.00		0.00		7,000.00	-7,000.00
3421 Fire Contracts	0.00		35,963.68	2.63	36,470.00	-506.32
3422 SPECIAL FIRE PROTECTION S	2,950.76	0.92	8,718.26	0.64	15,000.00	-6,281.74
3623 CONTR/DONATION FROM PRIVA	0.00		7,122.24	0.52	8,000.00	-877.76
3624 MISC REVENUE - REFUNDS	0.00		260.00	0.02	0.00	260.00
Total Department	2,950.76	0.92	53,064.18	3.88	112,211.00	-59,146.82

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Building Inspection						
3220 NON-BUSINESS LICENSES & P	12,027.62	3.73	43,253.83	3.17	68,858.00	-25,604.17
3414 PLAN CHECK FEES	3,462.98	1.07	16,900.70	1.24	34,000.00	-17,099.30
3416 MECHANICAL INSPECTION FEE	892.00	0.28	4,596.34	0.34	4,000.00	596.34
3417 PLUMBING INSPECTION FEES	300.00	0.09	1,798.00	0.13	2,500.00	-702.00
Total Department	16,682.60	5.18	66,548.87	4.87	109,358.00	-42,809.13
Animal Control						
3220 NON-BUSINESS LICENSES & P	25.00	0.01	175.00	0.01	1,700.00	-1,525.00
3514 OTHER FINES	0.00		0.00		1,000.00	-1,000.00
Total Department	25.00	0.01	175.00	0.01	2,700.00	-2,525.00
Highways, Streets, Roadways						
3364 COUNTY MUNICIPAL STATE AI	0.00		40,040.50	2.93	72,640.00	-32,599.50
Total Department			40,040.50	2.93	72,640.00	-32,599.50
Street Lighting						
3921 TRANSFER FROM OTHER FUNDS	0.00		0.00		70,000.00	-70,000.00
Total Department					70,000.00	-70,000.00
Parks and Recreation						
3622 RENTS AND ROYALTIES	37.25	0.01	4,641.13	0.34	2,700.00	1,941.13
Total Department	37.25	0.01	4,641.13	0.34	2,700.00	1,941.13
Swimming Pool						
3472 SWIMMING POOL FEES DAILY	0.00		0.00		106,000.00	-106,000.00
3474 CONCESSIONS	0.00		0.00		40,000.00	-40,000.00
3475 LESSONS	0.00		0.00		20,000.00	-20,000.00
3478 FACILITY RENTAL	0.00		92.62	0.01	3,500.00	-3,407.38
3480 SWIM PASSES	0.00		0.00		70,000.00	-70,000.00
3482 SWIM TEAM	0.00		0.00		1,500.00	-1,500.00
Total Department			92.62	0.01	241,000.00	-240,907.38
Other Recreational Facilities						
3471 OTHER ORGANIZED ACTIVITIE	0.00		0.00		500.00	-500.00
3473 PLAYGROUND FEES	0.00		55.88		500.00	-444.12
3479 SOFTBALL FEES	0.00		0.00		5,100.00	-5,100.00
Total Department			55.88		6,100.00	-6,044.12

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Park Areas						
3474 CONCESSIONS	0.00		0.00		3,500.00	-3,500.00
3623 CONTR/DONATION FROM PRIVA	0.00		500.00	0.04	0.00	500.00
3624 MISC REVENUE - REFUNDS	0.00		75.50	0.01	0.00	75.50
Total Department			575.50	0.04	3,500.00	-2,924.50
Total Revenue	24,674.00	100.00	242,025.19	100.00	4,159,449.00	-3,917,423.81
Expenses						
Council						
Council						
101 FULL-TIME EMPLOYEES - REGULAR	1,928.48	0.60	7,060.23	0.52	30,750.00	23,689.77
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		385.69	0.03	0.00	-385.69
121 EMPLOYER PERA CONTRIBUTIONS	144.63	0.04	558.43	0.04	1,626.00	1,067.57
122 EMPLOYER FICA CONTRIBUTIONS	107.24	0.03	406.18	0.03	1,907.00	1,500.82
123 EMPLOYER MEDICARE CONTRIBUTION	25.05	0.01	94.98	0.01	446.00	351.02
130 EMPLOYER PAID INSURANCE	462.47	0.14	2,120.05	0.16	4,800.00	2,679.95
150 WORKER'S COMPENSATION	0.00		270.63	0.02	170.00	-100.63
160 LIABILITY INSURANCE	0.00		1,890.90	0.14	4,000.00	2,109.10
210 OPERATING SUPPLIES	0.00		0.00		150.00	150.00
304 LEGAL FEES	1,080.50	0.34	3,039.00	0.22	11,000.00	7,961.00
333 STAFF MEETINGS & CONFERENCES	0.00		819.40	0.06	2,000.00	1,180.60
334 MEMBERSHIP DUES AND FEES	0.00		3,283.33	0.24	4,500.00	1,216.67
351 LEGAL NOTICES PUBLISHING	0.00		70.20	0.01	400.00	329.80
352 GENERAL NOTICE/PUBLIC INFO	225.30	0.07	225.30	0.02	1,100.00	874.70
430 OTHER SERVICE/CHARGES-MISC.	29.96	0.01	15,498.47	1.13	15,000.00	-498.47
440 PROFESSIONAL SERVICES	209.55	0.07	546.40	0.04	0.00	-546.40
Account Total	4,213.18	1.31	36,269.19	2.65	77,849.00	41,579.81
Total Department	4,213.18	1.31	36,269.19	2.65	77,849.00	41,579.81
Ordinances and Proceedings						
Ordinances and Proceedings						
353 ORDINANCE PUBLICATION	33.15	0.01	33.15		1,000.00	966.85
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		2,500.00	2,500.00
Account Total	33.15	0.01	33.15		3,500.00	3,466.85
Total Department	33.15	0.01	33.15		3,500.00	3,466.85
Mayor						
Mayor						
101 FULL-TIME EMPLOYEES - REGULAR	0.00		0.00		4,800.00	4,800.00
122 EMPLOYER FICA CONTRIBUTIONS	0.00		0.00		298.00	298.00
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.00		70.00	70.00
Account Total					5,168.00	5,168.00
Total Department					5,168.00	5,168.00

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
City Clerk						
City Clerk						
101 FULL-TIME EMPLOYEES - REGULAR	14,056.09	4.36	49,626.79	3.63	128,000.00	78,373.21
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		308.54	0.02	0.00	-308.54
121 EMPLOYER PERA CONTRIBUTIONS	1,054.26	0.33	3,745.16	0.27	9,601.00	5,855.84
122 EMPLOYER FICA CONTRIBUTIONS	829.21	0.26	3,050.47	0.22	7,936.00	4,885.53
123 EMPLOYER MEDICARE CONTRIBUTION	193.86	0.06	713.36	0.05	1,856.00	1,142.64
130 EMPLOYER PAID INSURANCE	2,086.52	0.65	8,685.88	0.64	21,000.00	12,314.12
150 WORKER'S COMPENSATION	0.00		924.36	0.07	900.00	-24.36
160 LIABILITY INSURANCE	0.00		43.28		80.00	36.72
210 OPERATING SUPPLIES	473.73	0.15	1,537.87	0.11	4,000.00	2,462.13
216 PERIODICALS	0.00		0.00		220.00	220.00
220 REPAIR/MAINTENANCE SUPPLIES	35.74	0.01	361.54	0.03	1,000.00	638.46
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		3,500.00	3,500.00
321 TELEPHONE	615.87	0.19	3,052.19	0.22	8,000.00	4,947.81
325 COMMUNICATION-OTHER	153.30	0.05	535.47	0.04	2,400.00	1,864.53
331 TRAVEL/MILEAGE	0.00		0.00		800.00	800.00
332 ADMINISTRATOR MEETINGS &	0.00		79.50	0.01	3,500.00	3,420.50
333 STAFF MEETINGS & CONFERENCES	0.00		495.00	0.04	5,000.00	4,505.00
334 MEMBERSHIP DUES AND FEES	0.00		3,539.88	0.26	5,800.00	2,260.12
343 OTHER ADVERTISING	15.40		77.00	0.01	1,200.00	1,123.00
360 INSURANCE	0.00		1,793.58	0.13	3,300.00	1,506.42
380 UTILITY SERVICES	0.00		471.31	0.03	0.00	-471.31
400 REPAIRS & MAINTENANCE	0.00		0.00		1,000.00	1,000.00
430 OTHER SERVICE/CHARGES-MISC.	263.37	0.08	581.45	0.04	900.00	318.55
440 PROFESSIONAL SERVICES	1,320.30	0.41	16,037.42	1.17	3,000.00	-13,037.42
Account Total	21,097.65	6.55	95,660.05	7.00	212,993.00	117,332.95
Total Department	21,097.65	6.55	95,660.05	7.00	212,993.00	117,332.95
Elections						
Elections						
101 FULL-TIME EMPLOYEES - REGULAR	385.74	0.12	1,412.40	0.10	3,350.00	1,937.60
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		77.14	0.01	0.00	-77.14
121 EMPLOYER PERA CONTRIBUTIONS	28.92	0.01	111.68	0.01	251.00	139.32
122 EMPLOYER FICA CONTRIBUTIONS	21.45	0.01	81.26	0.01	208.00	126.74
123 EMPLOYER MEDICARE CONTRIBUTION	5.02		18.99		49.00	30.01
130 EMPLOYER PAID INSURANCE	92.50	0.03	424.05	0.03	960.00	535.95
150 WORKER'S COMPENSATION	0.00		0.00		25.00	25.00
210 OPERATING SUPPLIES	0.00		73.49	0.01	300.00	226.51
351 LEGAL NOTICES PUBLISHING	0.00		0.00		500.00	500.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		100.01	0.01	100.00	-0.01
444 OTHER CONTRACTUAL SERVICES	0.00		2,135.99	0.16	10,000.00	7,864.01
Account Total	533.63	0.17	4,435.01	0.32	15,743.00	11,307.99
Total Department	533.63	0.17	4,435.01	0.32	15,743.00	11,307.99
Accounting						

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Accounting						
301 AUDITING/ACCOUNTING	0.00		4,146.00	0.30	4,900.00	754.00
351 LEGAL NOTICES PUBLISHING	0.00		216.45	0.02	1,600.00	1,383.55
Account Total						
			4,362.45	0.32	6,500.00	2,137.55
Total Department			4,362.45	0.32	6,500.00	2,137.55
Assessing						
Assessing						
305 ASSESSING FEES	0.00		31,373.00	2.30	32,400.00	1,027.00
351 LEGAL NOTICES PUBLISHING	0.00		0.00		300.00	300.00
Account Total						
			31,373.00	2.30	32,700.00	1,327.00
Total Department			31,373.00	2.30	32,700.00	1,327.00
Law-Legal Services						
Law-Legal Services						
304 LEGAL FEES	2,528.00	0.78	10,128.50	0.74	35,000.00	24,871.50
Account Total						
	2,528.00	0.78	10,128.50	0.74	35,000.00	24,871.50
Total Department	2,528.00	0.78	10,128.50	0.74	35,000.00	24,871.50
Planning and Zoning						
Planning & Zoning						
101 FULL-TIME EMPLOYEES - REGULAR	728.86	0.23	2,668.42	0.20	34,500.00	31,831.58
121 EMPLOYER PERA CONTRIBUTIONS	54.66	0.02	200.13	0.01	2,588.00	2,387.87
122 EMPLOYER FICA CONTRIBUTIONS	42.42	0.01	152.75	0.01	2,139.00	1,986.25
123 EMPLOYER MEDICARE CONTRIBUTION	9.94		35.74		500.00	464.26
130 EMPLOYER PAID INSURANCE	127.57	0.04	364.16	0.03	4,200.00	3,835.84
150 WORKER'S COMPENSATION	0.00		20.99		200.00	179.01
210 OPERATING SUPPLIES	27.08	0.01	123.84	0.01	500.00	376.16
304 LEGAL FEES	3,846.00	1.19	6,716.50	0.49	12,000.00	5,283.50
321 TELEPHONE	21.85	0.01	109.50	0.01	250.00	140.50
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		2,000.00	2,000.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		1,500.00	1,500.00
351 LEGAL NOTICES PUBLISHING	46.80	0.01	280.60	0.02	1,000.00	719.40
360 INSURANCE	0.00		1,755.12	0.13	3,000.00	1,244.88
430 OTHER SERVICE/CHARGES-MISC.	0.00		50.00		0.00	-50.00
440 PROFESSIONAL SERVICES	4,820.00	1.50	6,827.50	0.50	7,000.00	172.50
Account Total						
	9,725.18	3.02	19,305.25	1.41	71,377.00	52,071.75
Total Department	9,725.18	3.02	19,305.25	1.41	71,377.00	52,071.75
Data Processing						
Data Processing						
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		1,484.44	0.11	1,000.00	-484.44
309 EDP, SOFTWARE & DESIGN	0.00		19.72		6,500.00	6,480.28
370 MAINTENANCE/SUPPORT FEES	1,426.60	0.44	3,134.60	0.23	5,700.00	2,565.40
400 REPAIRS & MAINTENANCE	0.00		557.29	0.04	1,000.00	442.71
440 PROFESSIONAL SERVICES	0.00		0.00		1,000.00	1,000.00
Account Total						
	1,426.60	0.44	5,196.05	0.38	15,200.00	10,003.95
Total Department	1,426.60	0.44	5,196.05	0.38	15,200.00	10,003.95

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
General Govt Building						
General Govt Buildings						
103 PART-TIME EMPLOYEES	271.41	0.08	1,133.46	0.08	3,000.00	1,866.54
121 EMPLOYER PERA CONTRIBUTIONS	20.36	0.01	85.01	0.01	225.00	139.99
122 EMPLOYER FICA CONTRIBUTIONS	16.46	0.01	68.22		186.00	117.78
123 EMPLOYER MEDICARE CONTRIBUTION	3.86		15.97		44.00	28.03
150 WORKER'S COMPENSATION	0.00		127.48	0.01	250.00	122.52
210 OPERATING SUPPLIES	0.00		9.99		300.00	290.01
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		250.00	250.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		800.00	800.00
360 INSURANCE	0.00		213.42	0.02	500.00	286.58
380 UTILITY SERVICES	433.14	0.13	1,568.92	0.11	6,800.00	5,231.08
400 REPAIRS & MAINTENANCE	0.00		1,050.00	0.08	2,000.00	950.00
410 RENTALS	0.00		79.19	0.01	700.00	620.81
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		300.00	300.00
Account Total	745.23	0.23	4,351.66	0.32	15,355.00	11,003.34
Total Department	745.23	0.23	4,351.66	0.32	15,355.00	11,003.34
General Engineering						
General Engineering						
303 ENGINEERING FEES	0.00		0.00		20,000.00	20,000.00
Account Total					20,000.00	20,000.00
Total Department					20,000.00	20,000.00
Police						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	234.00	0.07	934.78	0.07	3,500.00	2,565.22
121 EMPLOYER PERA CONTRIBUTIONS	17.56	0.01	70.12	0.01	263.00	192.88
122 EMPLOYER FICA CONTRIBUTIONS	14.32		56.37		216.00	159.63
123 EMPLOYER MEDICARE CONTRIBUTION	3.35		13.20		51.00	37.80
Account Total	269.23	0.08	1,074.47	0.08	4,030.00	2,955.53
Police						
101 FULL-TIME EMPLOYEES - REGULAR	82,146.24	25.50	302,003.17	22.10	742,000.00	439,996.83
102 FULL-TIME EMPLOYEES - OVERTIME	1,995.36	0.62	15,156.81	1.11	11,500.00	-3,656.81
103 PART-TIME EMPLOYEES	1,273.44	0.40	4,994.54	0.37	30,000.00	25,005.46
104 Canine	366.00	0.11	1,342.00	0.10	3,000.00	1,658.00
121 EMPLOYER PERA CONTRIBUTIONS	14,428.24	4.48	54,963.74	4.02	131,420.00	76,456.26
122 EMPLOYER FICA CONTRIBUTIONS	398.74	0.12	1,344.03	0.10	12,700.00	11,355.97
123 EMPLOYER MEDICARE CONTRIBUTION	1,203.50	0.37	4,530.43	0.33	11,000.00	6,469.57
130 EMPLOYER PAID INSURANCE	12,485.10	3.88	56,506.84	4.13	108,000.00	51,493.16
150 WORKER'S COMPENSATION	0.00		38,494.72	2.82	47,500.00	9,005.28
160 LIABILITY INSURANCE	0.00		151.50	0.01	350.00	198.50
210 OPERATING SUPPLIES	325.27	0.10	3,849.80	0.28	9,000.00	5,150.20
212 MOTOR FUELS	958.74	0.30	5,306.88	0.39	13,000.00	7,693.12
214 UNIFORMS	69.75	0.02	1,006.56	0.07	4,000.00	2,993.44
220 REPAIR/MAINTENANCE SUPPLIES	188.09	0.06	857.07	0.06	1,000.00	142.93
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		4,409.74	0.32	16,000.00	11,590.26
304 LEGAL FEES	188.50	0.06	188.50	0.01	0.00	-188.50
309 EDP, SOFTWARE & DESIGN	0.00		0.00		350.00	350.00
321 TELEPHONE	1,604.66	0.50	6,708.83	0.49	18,577.00	11,868.17
325 COMMUNICATION-OTHER	15.00		62.99		900.00	837.01

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
333 STAFF MEETINGS & CONFERENCES	250.00	0.08	3,245.67	0.24	8,000.00	4,754.33
334 MEMBERSHIP DUES AND FEES	100.00	0.03	8,077.09	0.59	9,200.00	1,122.91
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	0.00		16,202.12	1.19	23,100.00	6,897.88
370 MAINTENANCE/SUPPORT FEES	0.00		99.99	0.01	12,500.00	12,400.01
380 UTILITY SERVICES	463.85	0.14	2,093.19	0.15	7,200.00	5,106.81
400 REPAIRS & MAINTENANCE	1,599.54	0.50	3,906.06	0.29	10,000.00	6,093.94
410 RENTALS	0.00		13.20		0.00	-13.20
430 OTHER SERVICE/CHARGES-MISC.	50.00	0.02	453.50	0.03	6,000.00	5,546.50
440 PROFESSIONAL SERVICES	123.60	0.04	1,359.48	0.10	1,500.00	140.52
444 OTHER CONTRACTUAL SERVICES	0.00		2,600.00	0.19	2,000.00	-600.00
Account Total	120,233.62	37.32	539,928.45	39.51	1,240,047.00	700,118.55
Total Department	120,502.85	37.41	541,002.92	39.59	1,244,077.00	703,074.08
Fire						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	0.00		36.51		1,000.00	963.49
121 EMPLOYER PERA CONTRIBUTIONS	0.00		2.73		73.00	70.27
122 EMPLOYER FICA CONTRIBUTIONS	0.00		2.20		62.00	59.80
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.51		15.00	14.49
Account Total			41.95		1,150.00	1,108.05
Fire						
101 FULL-TIME EMPLOYEES - REGULAR	891.82	0.28	5,025.93	0.37	60,000.00	54,974.07
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		59.03		0.00	-59.03
121 EMPLOYER PERA CONTRIBUTIONS	66.90	0.02	381.41	0.03	525.00	143.59
122 EMPLOYER FICA CONTRIBUTIONS	51.08	0.02	286.36	0.02	434.00	147.64
123 EMPLOYER MEDICARE CONTRIBUTION	11.94		66.96		700.00	633.04
130 EMPLOYER PAID INSURANCE	295.01	0.09	1,914.02	0.14	1,300.00	-614.02
150 WORKER'S COMPENSATION	0.00		14,279.43	1.04	15,000.00	720.57
160 LIABILITY INSURANCE	0.00		21.64		50.00	28.36
210 OPERATING SUPPLIES	97.85	0.03	3,635.68	0.27	8,200.00	4,564.32
212 MOTOR FUELS	84.53	0.03	393.62	0.03	2,700.00	2,306.38
214 UNIFORMS	0.00		0.00		4,000.00	4,000.00
216 PERIODICALS	0.00		46.00		500.00	454.00
220 REPAIR/MAINTENANCE SUPPLIES	254.69	0.08	722.25	0.05	4,000.00	3,277.75
240 SMALL TOOLS/MINOR EQUIPMENT	650.00	0.20	5,236.97	0.38	40,000.00	34,763.03
321 TELEPHONE	185.20	0.06	924.51	0.07	2,500.00	1,575.49
330 TRAINING	80.00	0.02	3,903.94	0.29	15,000.00	11,096.06
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		6,000.00	6,000.00
334 MEMBERSHIP DUES AND FEES	200.00	0.06	1,009.00	0.07	2,500.00	1,491.00
343 OTHER ADVERTISING	0.00		0.00		300.00	300.00
360 INSURANCE	0.00		2,048.86	0.15	4,300.00	2,251.14
370 MAINTENANCE/SUPPORT FEES	0.00		0.00		400.00	400.00
380 UTILITY SERVICES	561.48	0.17	3,334.93	0.24	10,000.00	6,665.07
400 REPAIRS & MAINTENANCE	0.00		460.15	0.03	1,000.00	539.85
430 OTHER SERVICE/CHARGES-MISC.	15.00		3,575.00	0.26	51,741.00	48,166.00
444 OTHER CONTRACTUAL SERVICES	0.00		1,085.00	0.08	7,000.00	5,915.00
Account Total	3,445.50	1.07	48,410.69	3.54	238,150.00	189,739.31
Total Department	3,445.50	1.07	48,452.64	3.55	239,300.00	190,847.36

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Building Inspection						
Building Inspection						
331 TRAVEL/MILEAGE	284.43	0.09	939.36	0.07	3,200.00	2,260.64
444 OTHER CONTRACTUAL SERVICES	6,801.71	2.11	16,652.40	1.22	45,000.00	28,347.60
Account Total	7,086.14	2.20	17,591.76	1.29	48,200.00	30,608.24
Total Department	7,086.14	2.20	17,591.76	1.29	48,200.00	30,608.24
Animal Control						
Animal Control						
210 OPERATING SUPPLIES	0.00		0.00		175.00	175.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		150.00	150.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		2,000.00	2,000.00
Account Total					2,325.00	2,325.00
Total Department					2,325.00	2,325.00
Highways, Streets, Roadways						
Highways, Streets, Roadways						
101 FULL-TIME EMPLOYEES - REGULAR	12,056.78	3.74	38,605.54	2.82	139,750.00	101,144.46
103 PART-TIME EMPLOYEES	70.71	0.02	565.77	0.04	0.00	-565.77
121 EMPLOYER PERA CONTRIBUTIONS	909.56	0.28	2,937.76	0.21	9,424.00	6,486.24
122 EMPLOYER FICA CONTRIBUTIONS	712.40	0.22	2,344.04	0.17	7,790.00	5,445.96
123 EMPLOYER MEDICARE CONTRIBUTION	166.61	0.05	548.11	0.04	1,822.00	1,273.89
130 EMPLOYER PAID INSURANCE	3,019.67	0.94	13,443.96	0.98	37,200.00	23,756.04
150 WORKER'S COMPENSATION	0.00		8,629.69	0.63	11,500.00	2,870.31
210 OPERATING SUPPLIES	736.59	0.23	4,972.83	0.36	10,000.00	5,027.17
212 MOTOR FUELS	26.30	0.01	386.44	0.03	5,000.00	4,613.56
214 UNIFORMS	53.96	0.02	299.04	0.02	1,300.00	1,000.96
220 REPAIR/MAINTENANCE SUPPLIES	773.49	0.24	4,332.78	0.32	20,000.00	15,667.22
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		213.96	0.02	3,000.00	2,786.04
321 TELEPHONE	125.42	0.04	506.33	0.04	2,310.00	1,803.67
325 COMMUNICATION-OTHER	15.00		45.00		0.00	-45.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		1,200.00	1,200.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		50.00	50.00
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		250.00	250.00
360 INSURANCE	0.00		2,423.42	0.18	6,000.00	3,576.58
380 UTILITY SERVICES	935.08	0.29	5,804.42	0.42	14,000.00	8,195.58
400 REPAIRS & MAINTENANCE	544.72	0.17	3,049.52	0.22	12,000.00	8,950.48
410 RENTALS	0.00		75.40	0.01	100.00	24.60
430 OTHER SERVICE/CHARGES-MISC.	2,604.50	0.81	2,854.89	0.21	2,500.00	-354.89
431 Grants	439.95	0.14	439.95	0.03	0.00	-439.95
440 PROFESSIONAL SERVICES	0.00		0.00		1,500.00	1,500.00
444 OTHER CONTRACTUAL SERVICES	30.15	0.01	84.92	0.01	2,000.00	1,915.08
Account Total	23,220.89	7.21	92,563.77	6.77	288,946.00	196,382.23
Total Department	23,220.89	7.21	92,563.77	6.77	288,946.00	196,382.23
Paved Streets						

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Paved Streets						
220 REPAIR/MAINTENANCE SUPPLIES	1,421.40	0.44	2,424.45	0.18	10,000.00	7,575.55
303 ENGINEERING FEES	0.00		0.00		15,000.00	15,000.00
400 REPAIRS & MAINTENANCE	0.00		0.00		177,268.00	177,268.00
Account Total	1,421.40	0.44	2,424.45	0.18	202,268.00	199,843.55
Total Department	1,421.40	0.44	2,424.45	0.18	202,268.00	199,843.55
Ice & Snow Removal						
Ice & Snow Removal						
102 FULL-TIME EMPLOYEES - OVERTIME	1,438.79	0.45	7,993.89	0.58	13,000.00	5,006.11
121 EMPLOYER PERA CONTRIBUTIONS	107.94	0.03	599.49	0.04	975.00	375.51
122 EMPLOYER FICA CONTRIBUTIONS	85.87	0.03	474.54	0.03	806.00	331.46
123 EMPLOYER MEDICARE CONTRIBUTION	20.11	0.01	111.07	0.01	189.00	77.93
130 EMPLOYER PAID INSURANCE	272.99	0.08	1,593.83	0.12	2,500.00	906.17
150 WORKER'S COMPENSATION	0.00		2,070.77	0.15	1,200.00	-870.77
210 OPERATING SUPPLIES	709.50	0.22	4,704.78	0.34	8,000.00	3,295.22
212 MOTOR FUELS	0.00		0.00		1,000.00	1,000.00
220 REPAIR/MAINTENANCE SUPPLIES	280.40	0.09	9,029.38	0.66	20,000.00	10,970.62
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		181.09	0.01	500.00	318.91
360 INSURANCE	0.00		151.08	0.01	300.00	148.92
400 REPAIRS & MAINTENANCE	0.00		2,504.80	0.18	8,200.00	5,695.20
410 RENTALS	0.00		0.00		50.00	50.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		2.14		2,500.00	2,497.86
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		5,000.00	5,000.00
Account Total	2,915.60	0.91	29,416.86	2.15	64,220.00	34,803.14
Total Department	2,915.60	0.91	29,416.86	2.15	64,220.00	34,803.14
Street Lighting						
Street Lighting						
380 UTILITY SERVICES	5,257.00	1.63	21,768.80	1.59	70,000.00	48,231.20
Account Total	5,257.00	1.63	21,768.80	1.59	70,000.00	48,231.20
Total Department	5,257.00	1.63	21,768.80	1.59	70,000.00	48,231.20
Sidewalks						
Sidewalks						
400 REPAIRS & MAINTENANCE	0.00		0.00		50,000.00	50,000.00
Account Total					50,000.00	50,000.00
Total Department					50,000.00	50,000.00
Waste Collection and Disposal						
Waste Collection & Disposal						
430 OTHER SERVICE/CHARGES-MISC.	1,771.00	0.55	4,813.04	0.35	11,500.00	6,686.96
Account Total	1,771.00	0.55	4,813.04	0.35	11,500.00	6,686.96
Total Department	1,771.00	0.55	4,813.04	0.35	11,500.00	6,686.96
Emer Mgmt/Health						
Emer Mgmt/Health						
210 OPERATING SUPPLIES	51.32	0.02	51.32		2,000.00	1,948.68
360 INSURANCE	0.00		394.32	0.03	760.00	365.68
380 UTILITY SERVICES	133.20	0.04	482.88	0.04	2,000.00	1,517.12
400 REPAIRS & MAINTENANCE	0.00		0.00		2,000.00	2,000.00
430 OTHER SERVICE/CHARGES-MISC.	37,810.00	11.74	43,230.53	3.16	7,000.00	-36,230.53
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		3,700.00	3,700.00
Account Total	37,994.52	11.79	44,159.05	3.23	17,460.00	-26,699.05

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Total Department	37,994.52	11.79	44,159.05	3.23	17,460.00	-26,699.05
Parks and Recreation						
Parks & Recreation						
210 OPERATING SUPPLIES	23.29	0.01	215.45	0.02	500.00	284.55
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,000.00	1,000.00
321 TELEPHONE	332.74	0.10	1,458.21	0.11	4,500.00	3,041.79
325 COMMUNICATION-OTHER	15.00		45.00		100.00	55.00
333 STAFF MEETINGS & CONFERENCES	0.00		248.56	0.02	50.00	-198.56
334 MEMBERSHIP DUES AND FEES	0.00		365.00	0.03	500.00	135.00
410 RENTALS	0.00		0.00		30.00	30.00
430 OTHER SERVICE/CHARGES-MISC.	262.86	0.08	370.61	0.03	3,500.00	3,129.39
Account Total	633.89	0.20	2,702.83	0.20	10,180.00	7,477.17
Total Department	633.89	0.20	2,702.83	0.20	10,180.00	7,477.17
Playgrounds						
Playgrounds						
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		3,000.00	3,000.00
Account Total					3,000.00	3,000.00
Total Department					3,000.00	3,000.00
Swimming Pool						
Swimming Pool						
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		0.00		9,300.00	9,300.00
103 PART-TIME EMPLOYEES	0.00		218.24	0.02	145,000.00	144,781.76
122 EMPLOYER FICA CONTRIBUTIONS	0.00		13.53		8,990.00	8,976.47
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		3.16		2,103.00	2,099.84
130 EMPLOYER PAID INSURANCE	0.00		0.00		500.00	500.00
150 WORKER'S COMPENSATION	0.00		11,648.82	0.85	9,500.00	-2,148.82
210 OPERATING SUPPLIES	0.00		309.68	0.02	25,000.00	24,690.32
220 REPAIR/MAINTENANCE SUPPLIES	0.00		226.74	0.02	14,000.00	13,773.26
221 LG REPAIR/MAINT SUPPLIES	0.00		0.00		20,000.00	20,000.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,000.00	1,000.00
262 COST OF CONCESSIONS	0.00		0.00		25,000.00	25,000.00
321 TELEPHONE	68.34	0.02	342.03	0.03	1,100.00	757.97
343 OTHER ADVERTISING	0.00		0.00		150.00	150.00
344 PROMOTION	0.00		0.00		3,000.00	3,000.00
360 INSURANCE	0.00		1,450.54	0.11	3,000.00	1,549.46
370 MAINTENANCE/SUPPORT FEES	0.00		0.00		2,500.00	2,500.00
380 UTILITY SERVICES	396.75	0.12	1,305.38	0.10	65,000.00	63,694.62
400 REPAIRS & MAINTENANCE	0.00		0.00		4,000.00	4,000.00
410 RENTALS	0.00		0.00		750.00	750.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		2,044.50	0.15	1,000.00	-1,044.50
Account Total	465.09	0.14	17,562.62	1.29	340,893.00	323,330.38
Total Department	465.09	0.14	17,562.62	1.29	340,893.00	323,330.38
Other Recreational Facilities						
Other Recreational Facilities						
103 PART-TIME EMPLOYEES	0.00		0.00		3,000.00	3,000.00
122 EMPLOYER FICA CONTRIBUTIONS	0.00		0.00		186.00	186.00
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.00		44.00	44.00
210 OPERATING SUPPLIES	2,015.09	0.63	2,127.79	0.16	8,500.00	6,372.21
214 UNIFORMS	0.00		0.00		500.00	500.00

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
220 REPAIR/MAINTENANCE SUPPLIES	788.10	0.24	867.98	0.06	5,500.00	4,632.02
240 SMALL TOOLS/MINOR EQUIPMENT	2,359.00	0.73	2,399.71	0.18	2,850.00	450.29
333 STAFF MEETINGS & CONFERENCES	0.00		155.92	0.01	350.00	194.08
334 MEMBERSHIP DUES AND FEES	0.00		130.00	0.01	450.00	320.00
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	0.00		217.90	0.02	800.00	582.10
380 UTILITY SERVICES	211.02	0.07	726.33	0.05	9,000.00	8,273.67
400 REPAIRS & MAINTENANCE	0.00		106.85	0.01	8,500.00	8,393.15
430 OTHER SERVICE/CHARGES-MISC.	0.00		471.39	0.03	3,000.00	2,528.61
444 OTHER CONTRACTUAL SERVICES	0.00		10,000.00	0.73	21,600.00	11,600.00
Account Total	5,373.21	1.67	17,203.87	1.26	64,530.00	47,326.13
Total Department	5,373.21	1.67	17,203.87	1.26	64,530.00	47,326.13
Park Areas						
Park Areas						
101 FULL-TIME EMPLOYEES - REGULAR	21,968.27	6.82	80,364.09	5.88	215,000.00	134,635.91
102 FULL-TIME EMPLOYEES - OVERTIME	0.00		0.00		2,000.00	2,000.00
103 PART-TIME EMPLOYEES	3,697.94	1.15	12,132.22	0.89	27,000.00	14,867.78
121 EMPLOYER PERA CONTRIBUTIONS	1,924.92	0.60	6,937.25	0.51	16,275.00	9,337.75
122 EMPLOYER FICA CONTRIBUTIONS	1,527.59	0.47	5,445.03	0.40	13,454.00	8,008.97
123 EMPLOYER MEDICARE CONTRIBUTION	357.27	0.11	1,273.52	0.09	3,538.00	2,264.48
130 EMPLOYER PAID INSURANCE	3,699.02	1.15	16,758.02	1.23	43,000.00	26,241.98
150 WORKER'S COMPENSATION	0.00		13,842.31	1.01	11,000.00	-2,842.31
210 OPERATING SUPPLIES	0.00		57.11		3,000.00	2,942.89
212 MOTOR FUELS	161.91	0.05	630.67	0.05	6,000.00	5,369.33
214 UNIFORMS	0.00		1,237.21	0.09	1,500.00	262.79
220 REPAIR/MAINTENANCE SUPPLIES	589.14	0.18	3,378.14	0.25	12,000.00	8,621.86
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		3,000.00	3,000.00
262 COST OF CONCESSIONS	0.00		0.00		2,000.00	2,000.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		400.00	400.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		150.00	150.00
360 INSURANCE	0.00		6,942.04	0.51	13,500.00	6,557.96
380 UTILITY SERVICES	491.15	0.15	2,059.91	0.15	6,000.00	3,940.09
400 REPAIRS & MAINTENANCE	0.00		60.00		1,000.00	940.00
410 RENTALS	170.00	0.05	245.40	0.02	6,500.00	6,254.60
430 OTHER SERVICE/CHARGES-MISC.	349.69	0.11	761.94	0.06	3,000.00	2,238.06
444 OTHER CONTRACTUAL SERVICES	0.00		10.00		6,500.00	6,490.00
Account Total	34,936.90	10.84	152,134.86	11.13	395,817.00	243,682.14
Total Department	34,936.90	10.84	152,134.86	11.13	395,817.00	243,682.14
Forestry and Nursery						
Forestry & Nursery						
210 OPERATING SUPPLIES	0.00		38.40		600.00	561.60
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		750.00	750.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
334 MEMBERSHIP DUES AND FEES	0.00		15.00		25.00	10.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		100.00	100.00
430 OTHER SERVICE/CHARGES-MISC.	1,460.00	0.45	1,580.53	0.12	8,700.00	7,119.47
444 OTHER CONTRACTUAL SERVICES	197.58	0.06	197.58	0.01	14,000.00	13,802.42
Account Total	1,657.58	0.51	1,831.51	0.13	24,475.00	22,643.49
Total Department	1,657.58	0.51	1,831.51	0.13	24,475.00	22,643.49

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Historic Watertower						
Historic Watertower						
430 OTHER SERVICE/CHARGES-MISC.	53.54	0.02	266.82	0.02	2,000.00	1,733.18
Account Total						
	53.54	0.02	266.82	0.02	2,000.00	1,733.18
Total Department	53.54	0.02	266.82	0.02	2,000.00	1,733.18
Dodge County Arena						
Dodge County Arena						
430 OTHER SERVICE/CHARGES-MISC.	0.00		287.38	0.02	28,781.00	28,493.62
440 PROFESSIONAL SERVICES	0.00		285.00	0.02	300.00	15.00
Account Total						
			572.38	0.04	29,081.00	28,508.62
Total Department			572.38	0.04	29,081.00	28,508.62
Capital						
Council						
580 OTHER EQUIPMENT	0.00		0.00		22,500.00	22,500.00
Account Total						
					22,500.00	22,500.00
General Govt Buildings						
580 OTHER EQUIPMENT	0.00		0.00		10,000.00	10,000.00
Account Total						
					10,000.00	10,000.00
Police						
550 MOTOR VEHICLES	1,904.00	0.59	9,464.76	0.69	75,948.00	66,483.24
580 OTHER EQUIPMENT	0.00		0.00		14,000.00	14,000.00
611 BOND INTEREST	276.89	0.09	1,439.69	0.11	5,030.00	3,590.31
Account Total						
	2,180.89	0.68	10,904.45	0.80	94,978.00	84,073.55
Fire						
550 MOTOR VEHICLES	0.00		0.00		69,666.00	69,666.00
611 BOND INTEREST	0.00		0.00		1,800.00	1,800.00
Account Total						
					71,466.00	71,466.00
Highways, Streets, Roadways						
530 IMPR OTHER THAN BUILDINGS	0.00		0.00		50,000.00	50,000.00
540 HEAVY MACHINERY	0.00		0.00		74,136.00	74,136.00
550 MOTOR VEHICLES	287.46	0.09	1,430.17	0.10	3,470.00	2,039.83
580 OTHER EQUIPMENT	11,519.00	3.58	11,519.00	0.84	0.00	-11,519.00
611 BOND INTEREST	32.58	0.01	170.03	0.01	380.00	209.97
Account Total						
	11,839.04	3.67	13,119.20	0.96	127,986.00	114,866.80
Park Areas						
530 IMPR OTHER THAN BUILDINGS	20,535.72	6.37	20,535.72	1.50	67,500.00	46,964.28
550 MOTOR VEHICLES	414.61	0.13	2,084.39	0.15	10,165.00	8,080.61
611 BOND INTEREST	69.15	0.02	347.49	0.03	1,593.00	1,245.51
Account Total						
	21,019.48	6.52	22,967.60	1.68	79,258.00	56,290.40
Total Department	35,039.41	10.88	46,991.25	3.44	406,188.00	359,196.75
Unallocated Expenses						
Unallocated Expenditures						
360 INSURANCE	0.00		17,387.64	1.27	18,000.00	612.36
430 OTHER SERVICE/CHARGES-MISC.	0.00		3,597.33	0.26	7,970.00	4,372.67
433 MMUA SAFETY PROGRAM	77.59	0.02	4,045.58	0.30	7,000.00	2,954.42
Account Total						
	77.59	0.02	25,030.55	1.83	32,970.00	7,939.45
Total Department	77.59	0.02	25,030.55	1.83	32,970.00	7,939.45

101 General Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Other Financing Uses						
Other Financing Uses						
720 OPERATING TRANSFERS	0.00		89,000.00	6.51	89,000.00	0.00
Account Total						
			89,000.00	6.51	89,000.00	
Total Department			89,000.00	6.51	89,000.00	
Total Expenses	322,154.73	100.00	1,366,604.29	100.00	4,147,815.00	2,781,210.71
Net Income(Loss)	-297,480.73	-92.34	-1,124,579.10	-82.29		

211 Library Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Library						
3101 CURRENT AD VALOREM TAXES	0.00		0.00		361,203.00	-361,203.00
3362 COUNTY CONTR - SELCO	0.00		28,465.88	20.39	56,932.00	-28,466.12
3363 GRANT	0.00		975.62	0.70	0.00	975.62
3410 CHARGES FOR SERVICES	0.00		90.37	0.06	400.00	-309.63
3412 CHARGES FOR SERVICES-PRIN	1.86	0.01	361.98	0.26	400.00	-38.02
3513 LIBRARY FINES	0.00		881.45	0.63	5,000.00	-4,118.55
3621 INTEREST EARNED	0.00		187.00	0.13	150.00	37.00
3623 CONTR/DONATION FROM PRIVA	165.07	0.46	1,520.69	1.09	1,050.00	470.69
3624 MISC REVENUE - REFUNDS	0.00		2,180.69	1.56	400.00	1,780.69
Total Department	166.93	0.47	34,663.68	24.83	425,535.00	-390,871.32
Total Revenue	166.93	100.00	34,663.68	100.00	425,535.00	-390,871.32
Expenses						
Government Buildings and Library						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	1,254.29	3.50	4,671.77	3.35	9,974.00	5,302.23
121 EMPLOYER PERA CONTRIBUTIONS	94.06	0.26	350.37	0.25	728.00	377.63
122 EMPLOYER FICA CONTRIBUTIONS	75.81	0.21	280.98	0.20	602.00	321.02
123 EMPLOYER MEDICARE CONTRIBUTION	17.73	0.05	65.70	0.05	141.00	75.30
Account Total	1,441.89	4.02	5,368.82	3.85	11,445.00	6,076.18
Total Department	1,441.89	4.02	5,368.82	3.85	11,445.00	6,076.18
Library						
Library						
101 FULL-TIME EMPLOYEES - REGULAR	22,777.21	63.57	78,262.27	56.05	241,832.00	163,569.73
121 EMPLOYER PERA CONTRIBUTIONS	1,708.29	4.77	5,869.68	4.20	18,300.00	12,430.32
122 EMPLOYER FICA CONTRIBUTIONS	1,357.15	3.79	4,592.73	3.29	15,128.00	10,535.27
123 EMPLOYER MEDICARE CONTRIBUTION	317.38	0.89	1,074.05	0.77	3,583.00	2,508.95
130 EMPLOYER PAID INSURANCE	3,562.25	9.94	16,272.73	11.65	56,000.00	39,727.27
150 WORKER'S COMPENSATION	0.00		2,364.03	1.69	1,500.00	-864.03
160 LIABILITY INSURANCE	0.00		21.64	0.02	0.00	-21.64
210 OPERATING SUPPLIES	144.92	0.40	894.74	0.64	3,000.00	2,105.26
216 PERIODICALS	0.00		291.84	0.21	450.00	158.16
218 BOOKS	362.65	1.01	4,231.42	3.03	11,000.00	6,768.58
219 AUDIO VISUAL	172.14	0.48	870.89	0.62	5,800.00	4,929.11
220 REPAIR/MAINTENANCE SUPPLIES	-26.57	-0.07	41.27	0.03	1,000.00	958.73
222 ELECTRONIC SERVICES	0.00		1,531.10	1.10	4,500.00	2,968.90
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		85.08	0.06	100.00	14.92
304 LEGAL FEES	0.00		0.00		1,000.00	1,000.00
309 EDP, SOFTWARE & DESIGN	1,449.34	4.05	7,497.50	5.37	16,200.00	8,702.50
321 TELEPHONE	139.35	0.39	761.19	0.55	1,700.00	938.81
325 COMMUNICATION-OTHER	0.00		0.00		500.00	500.00
331 TRAVEL/MILEAGE	0.00		0.00		500.00	500.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		850.00	850.00
334 MEMBERSHIP DUES AND FEES	0.00		50.00	0.04	500.00	450.00

211 Library Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
343 OTHER ADVERTISING	0.00		30.00	0.02	250.00	220.00
360 INSURANCE	0.00		1,662.52	1.19	3,500.00	1,837.48
370 MAINTENANCE/SUPPORT FEES	285.32	0.80	413.88	0.30	2,000.00	1,586.12
380 UTILITY SERVICES	797.82	2.23	3,837.61	2.75	9,000.00	5,162.39
400 REPAIRS & MAINTENANCE	903.00	2.52	1,158.00	0.83	6,453.00	5,295.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		518.20	0.37	2,000.00	1,481.80
433 MMUA SAFETY PROGRAM	0.00		603.00	0.43	944.00	341.00
440 PROFESSIONAL SERVICES	0.00		285.00	0.20	500.00	215.00
441 LIBRARY PROGRAMS	343.37	0.96	660.21	0.47	4,000.00	3,339.79
444 OTHER CONTRACTUAL SERVICES	94.50	0.26	189.00	0.14	0.00	-189.00
570 OFFICE EQUIP AND FURNISHINGS	0.00		187.92	0.13	2,000.00	1,812.08
Account Total	34,388.12	95.98	134,257.50	96.15	414,090.00	279,832.50
Total Department	34,388.12	95.98	134,257.50	96.15	414,090.00	279,832.50
Total Expenses	35,830.01	100.00	139,626.32	100.00	425,535.00	285,908.68
Net Income(Loss)	-35,663.08	-99.53	-104,962.64	-75.17		

290 Economic Development

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Community/Economic Development						
3101 CURRENT AD VALOREM TAXES	0.00		0.00		90,533.00	-90,533.00
3621 INTEREST EARNED	0.00		65.00	0.12	2,000.00	-1,935.00
Total Department			65.00	0.12	92,533.00	-92,468.00
Total Revenue	0.00	100.00	65.00	100.00	92,533.00	-92,468.00
Expenses						
Community/Economic Development						
Community/Economic Development						
101 FULL-TIME EMPLOYEES - REGULAR	1,377.60	36.86	4,362.40	8.38	11,700.00	7,337.60
121 EMPLOYER PERA CONTRIBUTIONS	103.32	2.76	327.17	0.63	878.00	550.83
122 EMPLOYER FICA CONTRIBUTIONS	85.05	2.28	269.39	0.52	725.00	455.61
123 EMPLOYER MEDICARE CONTRIBUTION	19.90	0.53	63.01	0.12	170.00	106.99
130 EMPLOYER PAID INSURANCE	87.86	2.35	256.79	0.49	2,000.00	1,743.21
150 WORKER'S COMPENSATION	0.00		47.76	0.09	100.00	52.24
210 OPERATING SUPPLIES	27.08	0.72	135.01	0.26	400.00	264.99
303 ENGINEERING FEES	0.00		0.00		3,000.00	3,000.00
304 LEGAL FEES	0.00		0.00		4,000.00	4,000.00
321 TELEPHONE	21.86	0.58	87.57	0.17	500.00	412.43
325 COMMUNICATION-OTHER	15.00	0.40	161.67	0.31	200.00	38.33
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00
334 MEMBERSHIP DUES AND FEES	0.00		396.00	0.76	500.00	104.00
360 INSURANCE	0.00		194.14	0.37	360.00	165.86
414 COMMERCIAL PROGRAMS	2,000.00	53.51	2,000.00	3.84	20,000.00	18,000.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		1,654.43	3.18	4,500.00	2,845.57
440 PROFESSIONAL SERVICES	0.00		285.00	0.55	500.00	215.00
444 OTHER CONTRACTUAL SERVICES	0.00		21,814.00	41.91	42,500.00	20,686.00
720 OPERATING TRANSFERS	0.00		20,000.00	38.42	0.00	-20,000.00
Account Total	3,737.67	100.00	52,054.34	100.00	92,533.00	40,478.66
Total Department	3,737.67	100.00	52,054.34	100.00	92,533.00	40,478.66
Total Expenses	3,737.67	100.00	52,054.34	100.00	92,533.00	40,478.66
Net Income(Loss)	-3,737.67	-100.00	-51,989.34	-99.88		

601 Water Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Distribution						
3621 INTEREST EARNED	33.80	0.09	2,649.23	0.61	5,000.00	-2,350.77
3622 RENTS AND ROYALTIES	1,083.67	2.78	5,323.64	1.22	12,625.00	-7,301.36
3624 MISC REVENUE - REFUNDS	0.00		1,421.41	0.33	500.00	921.41
3626 MONEY MARKET INTEREST	0.00		3.00		0.00	3.00
3710 WATER SALES - CUSTOMERS	69,875.78	179.25	348,962.60	79.96	788,400.00	-439,437.40
3715 CONNECTION/RECONNECTION F	0.00		0.00		100.00	-100.00
3716 WATER ACCESS CHARGE-BP	2,400.00	6.16	27,780.00	6.37	0.00	27,780.00
3718 METER SALES	850.00	2.18	6,500.00	1.49	6,000.00	500.00
3746 PENALTIES	0.00		1,732.96	0.40	7,000.00	-5,267.04
Total Department	74,243.25	190.45	394,372.84	90.36	819,625.00	-425,252.16
Total Revenue	74,243.25	100.00	394,372.84	100.00	819,625.00	-425,252.16
Expenses						
Debt Service						
Debt Service						
601 BOND PRINCIPAL	0.00		245,138.38	56.17	254,732.00	9,593.62
611 BOND INTEREST	53.05	0.14	20,842.88	4.78	39,782.00	18,939.12
620 PAYING AGENT FEES	0.00		495.00	0.11	0.00	-495.00
Account Total	53.05	0.14	266,476.26	61.06	294,514.00	28,037.74
Total Department	53.05	0.14	266,476.26	61.06	294,514.00	28,037.74
Power and Pumping						
Power & Pumping						
380 UTILITY SERVICES	3,653.02	9.37	13,554.29	3.11	50,000.00	36,445.71
Account Total	3,653.02	9.37	13,554.29	3.11	50,000.00	36,445.71
Total Department	3,653.02	9.37	13,554.29	3.11	50,000.00	36,445.71
Distribution						
Distribution						
101 FULL-TIME EMPLOYEES - REGULAR	10,458.13	26.83	39,313.56	9.01	89,000.00	49,686.44
102 FULL-TIME EMPLOYEES - OVERTIME	503.39	1.29	2,038.52	0.47	5,000.00	2,961.48
121 EMPLOYER PERA CONTRIBUTIONS	822.06	2.11	3,101.10	0.71	7,050.00	3,948.90
122 EMPLOYER FICA CONTRIBUTIONS	653.64	1.68	2,441.46	0.56	5,828.00	3,386.54
123 EMPLOYER MEDICARE CONTRIBUTION	152.85	0.39	570.83	0.13	1,363.00	792.17
130 EMPLOYER PAID INSURANCE	1,960.39	5.03	8,977.81	2.06	12,700.00	3,722.19
150 WORKER'S COMPENSATION	0.00		3,978.88	0.91	4,000.00	21.12
160 LIABILITY INSURANCE	0.00		21.64		40.00	18.36
210 OPERATING SUPPLIES	4,510.72	11.57	17,185.61	3.94	50,000.00	32,814.39
212 MOTOR FUELS	80.29	0.21	606.80	0.14	1,200.00	593.20
214 UNIFORMS	0.00		5.60		420.00	414.40
220 REPAIR/MAINTENANCE SUPPLIES	2,419.77	6.21	3,233.73	0.74	62,100.00	58,866.27
240 SMALL TOOLS/MINOR EQUIPMENT	19.22	0.05	204.24	0.05	5,000.00	4,795.76
260 METERS	1,648.69	4.23	6,420.87	1.47	10,000.00	3,579.13
360 INSURANCE	0.00		3,039.18	0.70	6,000.00	2,960.82
400 REPAIRS & MAINTENANCE	0.00		12,988.86	2.98	85,000.00	72,011.14
410 RENTALS	0.00		30.15	0.01	2,600.00	2,569.85

601 Water Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
430 OTHER SERVICE/CHARGES-MISC.	0.00		1,377.54	0.32	3,600.00	2,222.46
433 MMUA SAFETY PROGRAM	12.60	0.03	2,455.61	0.56	4,800.00	2,344.39
440 PROFESSIONAL SERVICES	210.00	0.54	820.00	0.19	2,500.00	1,680.00
444 OTHER CONTRACTUAL SERVICES	30.14	0.08	84.91	0.02	0.00	-84.91
Account Total	23,481.89	60.24	108,896.90	24.95	358,201.00	249,304.10
Total Department	23,481.89	60.24	108,896.90	24.95	358,201.00	249,304.10
Administration						
Administration						
101 FULL-TIME EMPLOYEES - REGULAR	7,281.61	18.68	25,769.89	5.90	76,500.00	50,730.11
102 FULL-TIME EMPLOYEES - OVERTIME	19.53	0.05	250.92	0.06	0.00	-250.92
121 EMPLOYER PERA CONTRIBUTIONS	547.60	1.40	1,951.68	0.45	5,738.00	3,786.32
122 EMPLOYER FICA CONTRIBUTIONS	430.16	1.10	1,513.11	0.35	4,743.00	3,229.89
123 EMPLOYER MEDICARE CONTRIBUTION	100.61	0.26	353.90	0.08	1,109.00	755.10
130 EMPLOYER PAID INSURANCE	1,093.94	2.81	4,602.73	1.05	13,000.00	8,397.27
210 OPERATING SUPPLIES	64.77	0.17	284.62	0.07	800.00	515.38
216 PERIODICALS	0.00		0.00		100.00	100.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
301 AUDITING/ACCOUNTING	0.00		4,302.00	0.99	4,406.00	104.00
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
304 LEGAL FEES	0.00		0.00		750.00	750.00
309 EDP, SOFTWARE & DESIGN	0.00		0.00		500.00	500.00
321 TELEPHONE	164.61	0.42	722.88	0.17	2,400.00	1,677.12
325 COMMUNICATION-OTHER	395.29	1.01	1,767.49	0.40	5,000.00	3,232.51
333 STAFF MEETINGS & CONFERENCES	0.00		1,075.49	0.25	1,500.00	424.51
334 MEMBERSHIP DUES AND FEES	0.00		229.00	0.05	500.00	271.00
343 OTHER ADVERTISING	0.00		0.00		100.00	100.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		1,200.00	1,200.00
370 MAINTENANCE/SUPPORT FEES	1,310.59	3.36	2,233.66	0.51	2,725.00	491.34
430 OTHER SERVICE/CHARGES-MISC.	12.50	0.03	-7.50		200.00	207.50
438 CREDIT CARD FEES	373.75	0.96	1,888.24	0.43	4,100.00	2,211.76
440 PROFESSIONAL SERVICES	0.00		570.00	0.13	1,800.00	1,230.00
Account Total	11,794.96	30.26	47,508.11	10.89	132,671.00	85,162.89
Total Department	11,794.96	30.26	47,508.11	10.89	132,671.00	85,162.89
Total Expenses	38,982.92	100.00	436,435.56	100.00	835,386.00	398,950.44
Net Income(Loss)	35,260.33	90.45	-42,062.72	-9.64		

602 Sewer Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Sewage Distribution						
3621 INTEREST EARNED	2,015.67	1.62	8,496.48	1.45	6,000.00	2,496.48
3624 MISC REVENUE - REFUNDS	0.00		65.30	0.01	0.00	65.30
3626 MONEY MARKET INTEREST	0.00		3.00		0.00	3.00
3718 METER SALES	0.00		0.00		8,000.00	-8,000.00
3720 SEWER SERVICE	160,061.53	128.76	800,719.41	136.64	1,836,000.00	-1,035,280.59
3725 SEWER CONNECTION FEES	1,600.00	1.29	26,980.00	4.60	20,000.00	6,980.00
3746 PENALTIES	0.00		4,203.56	0.72	18,000.00	-13,796.44
3922 OTHER MISC-GOVT	0.00		0.00		132,500.00	-132,500.00
Total Department	163,677.20	131.66	840,467.75	143.42	2,020,500.00	-1,180,032.25
Total Revenue	163,677.20	100.00	840,467.75	100.00	2,020,500.00	-1,180,032.25
Expenses						
Debt Service						
Debt Service						
601 BOND PRINCIPAL	0.00		105,384.33	17.98	796,880.00	691,495.67
611 BOND INTEREST	53.04	0.04	49,032.21	8.37	97,232.00	48,199.79
Account Total	53.04	0.04	154,416.54	26.35	894,112.00	739,695.46
Total Department	53.04	0.04	154,416.54	26.35	894,112.00	739,695.46
Sewer Plant						
Sewer Plant						
101 FULL-TIME EMPLOYEES - REGULAR	21,359.61	17.18	81,116.67	13.84	179,100.00	97,983.33
102 FULL-TIME EMPLOYEES - OVERTIME	1,308.86	1.05	5,154.36	0.88	10,000.00	4,845.64
103 PART-TIME EMPLOYEES	0.00		0.00		11,440.00	11,440.00
121 EMPLOYER PERA CONTRIBUTIONS	1,700.18	1.37	6,470.57	1.10	14,183.00	7,712.43
122 EMPLOYER FICA CONTRIBUTIONS	1,352.56	1.09	5,100.62	0.87	12,433.00	7,332.38
123 EMPLOYER MEDICARE CONTRIBUTION	316.31	0.25	1,192.96	0.20	2,908.00	1,715.04
130 EMPLOYER PAID INSURANCE	4,129.06	3.32	18,922.68	3.23	23,550.00	4,627.32
150 WORKER'S COMPENSATION	0.00		8,623.69	1.47	8,500.00	-123.69
160 LIABILITY INSURANCE	0.00		0.00		35.00	35.00
210 OPERATING SUPPLIES	1,335.37	1.07	3,311.47	0.57	35,000.00	31,688.53
211 CHEMICALS	0.00		5,766.13	0.98	60,000.00	54,233.87
212 MOTOR FUELS	0.00		0.00		2,000.00	2,000.00
214 UNIFORMS	0.00		14.54		910.00	895.46
216 PERIODICALS	0.00		0.00		30.00	30.00
220 REPAIR/MAINTENANCE SUPPLIES	213.27	0.17	764.34	0.13	16,000.00	15,235.66
221 LG REPAIR/MAINT SUPPLIES	0.00		0.00		50,000.00	50,000.00
240 SMALL TOOLS/MINOR EQUIPMENT	15.99	0.01	1,050.14	0.18	5,000.00	3,949.86
301 AUDITING/ACCOUNTING	0.00		3,728.00	0.64	3,818.00	90.00
303 ENGINEERING FEES	0.00		0.00		10,000.00	10,000.00
309 EDP, SOFTWARE & DESIGN	0.00		172.99	0.03	400.00	227.01
321 TELEPHONE	197.72	0.16	581.77	0.10	2,400.00	1,818.23
333 STAFF MEETINGS & CONFERENCES	0.00		443.42	0.08	2,200.00	1,756.58
334 MEMBERSHIP DUES AND FEES	0.00		0.00		130.00	130.00
360 INSURANCE	0.00		4,439.02	0.76	8,500.00	4,060.98

602 Sewer Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
370 MAINTENANCE/SUPPORT FEES	927.29	0.75	1,379.69	0.24	1,365.00	-14.69
380 UTILITY SERVICES	5,463.09	4.39	14,464.20	2.47	65,000.00	50,535.80
381 PURCHASED POWER	6,977.61	5.61	22,354.72	3.81	122,000.00	99,645.28
400 REPAIRS & MAINTENANCE	0.00		10,314.33	1.76	50,000.00	39,685.67
430 OTHER SERVICE/CHARGES-MISC.	152.86	0.12	6,575.64	1.12	3,200.00	-3,375.64
433 MMUA SAFETY PROGRAM	0.00		2,110.50	0.36	4,130.00	2,019.50
440 PROFESSIONAL SERVICES	4,390.24	3.53	12,440.73	2.12	50,000.00	37,559.27
Account Total	49,840.02	40.09	216,493.18	36.94	754,232.00	537,738.82
Total Department	49,840.02	40.09	216,493.18	36.94	754,232.00	537,738.82
Sewage Distribution						
Sewer Distribution						
101 FULL-TIME EMPLOYEES - REGULAR	5,523.16	4.44	20,629.80	3.52	48,000.00	27,370.20
102 FULL-TIME EMPLOYEES - OVERTIME	201.38	0.16	776.91	0.13	5,000.00	4,223.09
121 EMPLOYER PERA CONTRIBUTIONS	429.36	0.35	1,605.65	0.27	3,975.00	2,369.35
122 EMPLOYER FICA CONTRIBUTIONS	341.27	0.27	1,262.02	0.22	3,286.00	2,023.98
123 EMPLOYER MEDICARE CONTRIBUTION	79.84	0.06	295.21	0.05	769.00	473.79
130 EMPLOYER PAID INSURANCE	1,006.41	0.81	4,610.34	0.79	7,500.00	2,889.66
150 WORKER'S COMPENSATION	0.00		2,783.73	0.48	3,000.00	216.27
160 LIABILITY INSURANCE	0.00		21.64		40.00	18.36
210 OPERATING SUPPLIES	192.07	0.15	1,992.80	0.34	11,000.00	9,007.20
212 MOTOR FUELS	126.51	0.10	805.63	0.14	6,400.00	5,594.37
214 UNIFORMS	0.00		144.94	0.02	210.00	65.06
220 REPAIR/MAINTENANCE SUPPLIES	310.38	0.25	392.92	0.07	2,000.00	1,607.08
240 SMALL TOOLS/MINOR EQUIPMENT	46.99	0.04	87.70	0.01	1,500.00	1,412.30
260 METERS	1,648.70	1.33	6,420.88	1.10	10,000.00	3,579.12
303 ENGINEERING FEES	0.00		70,619.31	12.05	553,500.00	482,880.69
360 INSURANCE	0.00		7,269.86	1.24	13,000.00	5,730.14
380 UTILITY SERVICES	125.05	0.10	1,043.58	0.18	3,500.00	2,456.42
400 REPAIRS & MAINTENANCE	0.00		3,050.72	0.52	65,000.00	61,949.28
410 RENTALS	0.00		0.00		100.00	100.00
430 OTHER SERVICE/CHARGES-MISC.	0.00		123.39	0.02	3,000.00	2,876.61
433 MMUA SAFETY PROGRAM	12.60	0.01	345.11	0.06	590.00	244.89
440 PROFESSIONAL SERVICES	54,879.45	44.15	54,879.45	9.36	2,000.00	-52,879.45
444 OTHER CONTRACTUAL SERVICES	30.14	0.02	84.91	0.01	200,000.00	199,915.09
Account Total	64,953.31	52.25	179,246.50	30.59	943,370.00	764,123.50
Total Department	64,953.31	52.25	179,246.50	30.59	943,370.00	764,123.50
San Sewer-Admin/General						
San Sewer-Admin/General						
101 FULL-TIME EMPLOYEES - REGULAR	6,269.00	5.04	22,250.98	3.80	61,000.00	38,749.02
102 FULL-TIME EMPLOYEES - OVERTIME	19.53	0.02	174.28	0.03	1,000.00	825.72
121 EMPLOYER PERA CONTRIBUTIONS	471.64	0.38	1,681.85	0.29	4,650.00	2,968.15
122 EMPLOYER FICA CONTRIBUTIONS	372.08	0.30	1,311.37	0.22	3,844.00	2,532.63
123 EMPLOYER MEDICARE CONTRIBUTION	87.05	0.07	306.74	0.05	899.00	592.26
130 EMPLOYER PAID INSURANCE	887.47	0.71	3,692.45	0.63	9,600.00	5,907.55
150 WORKER'S COMPENSATION	0.00		0.00		350.00	350.00
210 OPERATING SUPPLIES	64.77	0.05	290.85	0.05	1,500.00	1,209.15
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		590.00	590.00
301 AUDITING/ACCOUNTING	0.00		574.00	0.10	585.00	11.00
303 ENGINEERING FEES	0.00		0.00		500.00	500.00

602 Sewer Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
321 TELEPHONE	141.59	0.11	1,015.12	0.17	2,956.00	1,940.88
325 COMMUNICATION-OTHER	390.69	0.31	1,758.29	0.30	5,000.00	3,241.71
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00
334 MEMBERSHIP DUES AND FEES	0.00		75.00	0.01	20.00	-55.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		25.00	25.00
370 MAINTENANCE/SUPPORT FEES	383.30	0.31	853.97	0.15	1,750.00	896.03
430 OTHER SERVICE/CHARGES-MISC.	7.50	0.01	-87.50	-0.01	50.00	137.50
438 CREDIT CARD FEES	373.75	0.30	1,888.24	0.32	4,100.00	2,211.76
440 PROFESSIONAL SERVICES	0.00		71.25	0.01	400.00	328.75
Account Total	9,468.37	7.62	35,856.89	6.12	99,319.00	63,462.11
Total Department	9,468.37	7.62	35,856.89	6.12	99,319.00	63,462.11
Total Expenses	124,314.74	100.00	586,013.11	100.00	2,691,033.00	2,105,019.89
Net Income(Loss)	39,362.46	31.66	254,454.64	43.42		

604 Electric Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Transmission/Distribution						
3621 INTEREST EARNED	11,114.07	4.69	19,745.22	1.69	10,000.00	9,745.22
3622 RENTS AND ROYALTIES	419.09	0.18	2,514.54	0.22	3,000.00	-485.46
3624 MISC REVENUE - REFUNDS	24,542.72	10.36	132,819.56	11.38	1,000.00	131,819.56
3626 MONEY MARKET INTEREST	0.87		8.87		0.00	8.87
3735 ELECTRIC ASSESSMENT	73.50	0.03	1,898.50	0.16	4,400.00	-2,501.50
3740 ELECTRIC SALES-RES/COMM	238,923.79	100.87	1,419,734.74	121.62	3,980,836.00	-2,561,101.26
3742 ELECTRIC SALES-DEMAND	28,026.01	11.83	176,388.31	15.11	496,789.00	-320,400.69
3745 CONNECTION/RECONNECTION F	0.00		950.00	0.08	4,800.00	-3,850.00
3746 PENALTIES	0.00		8,015.14	0.69	40,000.00	-31,984.86
3747 ELECTRIC METER HOOKUP FEE	0.00		740.00	0.06	0.00	740.00
3749 CIP Chg	7,187.07	3.03	41,825.76	3.58	111,463.00	-69,637.24
Total Department	310,287.12	130.99	1,804,640.64	154.59	4,652,288.00	-2,847,647.36
Total Revenue	310,287.12	100.00	1,804,640.64	100.00	4,652,288.00	-2,847,647.36
Expenses						
Government Buildings and Library						
Government Buildings and Library						
103 PART-TIME EMPLOYEES	299.50	0.13	1,288.97	0.11	2,950.00	1,661.03
121 EMPLOYER PERA CONTRIBUTIONS	22.46	0.01	96.68	0.01	221.00	124.32
122 EMPLOYER FICA CONTRIBUTIONS	18.13	0.01	77.54	0.01	183.00	105.46
123 EMPLOYER MEDICARE CONTRIBUTION	4.24		18.13		43.00	24.87
Account Total	344.33	0.15	1,481.32	0.13	3,397.00	1,915.68
Total Department	344.33	0.15	1,481.32	0.13	3,397.00	1,915.68
Debt Service						
Debt Service						
601 BOND PRINCIPAL	0.00		45,190.84	3.87	55,356.00	10,165.16
611 BOND INTEREST	69.15	0.03	3,705.03	0.32	7,856.00	4,150.97
Account Total	69.15	0.03	48,895.87	4.19	63,212.00	14,316.13
Total Department	69.15	0.03	48,895.87	4.19	63,212.00	14,316.13
Power Supply						
Power Supply						
381 PURCHASED POWER	153,398.76	64.76	681,784.13	58.40	2,794,000.00	2,112,215.87
Account Total	153,398.76	64.76	681,784.13	58.40	2,794,000.00	2,112,215.87
Total Department	153,398.76	64.76	681,784.13	58.40	2,794,000.00	2,112,215.87
Transmission/Distribution						
Transmission/Distribution						
101 FULL-TIME EMPLOYEES - REGULAR	38,169.17	16.11	138,063.31	11.83	344,000.00	205,936.69
102 FULL-TIME EMPLOYEES - OVERTIME	926.78	0.39	1,876.32	0.16	13,100.00	11,223.68
121 EMPLOYER PERA CONTRIBUTIONS	2,932.19	1.24	10,495.47	0.90	26,783.00	16,287.53
122 EMPLOYER FICA CONTRIBUTIONS	2,364.85	1.00	8,376.28	0.72	22,140.00	13,763.72
123 EMPLOYER MEDICARE CONTRIBUTION	553.03	0.23	1,958.89	0.17	5,178.00	3,219.11
130 EMPLOYER PAID INSURANCE	5,042.01	2.13	25,519.12	2.19	31,000.00	5,480.88
150 WORKER'S COMPENSATION	0.00		11,163.31	0.96	12,560.00	1,396.69
210 OPERATING SUPPLIES	126.22	0.05	719.40	0.06	10,000.00	9,280.60

604 Electric Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
212 MOTOR FUELS	178.40	0.08	1,042.66	0.09	5,500.00	4,457.34
214 UNIFORMS	0.00		869.01	0.07	2,400.00	1,530.99
220 REPAIR/MAINTENANCE SUPPLIES	945.52	0.40	13,116.37	1.12	100,000.00	86,883.63
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		547.67	0.05	4,000.00	3,452.33
260 METERS	0.00		0.00		10,000.00	10,000.00
270 TRANSFORMERS	0.00		0.00		25,000.00	25,000.00
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
343 OTHER ADVERTISING	0.00		0.00		250.00	250.00
360 INSURANCE	0.00		3,901.14	0.33	8,000.00	4,098.86
380 UTILITY SERVICES	929.26	0.39	5,957.49	0.51	13,500.00	7,542.51
400 REPAIRS & MAINTENANCE	0.00		11,282.34	0.97	5,000.00	-6,282.34
410 RENTALS	144.95	0.06	250.89	0.02	500.00	249.11
430 OTHER SERVICE/CHARGES-MISC.	0.00		2,379.77	0.20	3,600.00	1,220.23
433 MMUA SAFETY PROGRAM	12.60	0.01	2,455.61	0.21	4,720.00	2,264.39
437 LOCATES	1,168.65	0.49	1,580.70	0.14	3,000.00	1,419.30
444 OTHER CONTRACTUAL SERVICES	32.37	0.01	10,250.67	0.88	55,000.00	44,749.33
Account Total	53,526.00	22.60	251,806.42	21.57	710,231.00	458,424.58
Total Department	53,526.00	22.60	251,806.42	21.57	710,231.00	458,424.58
Customer Account/Meter Reader						
Customer Account/Mtr Reader						
613 Customer Interest	0.00		-0.27		800.00	800.27
Account Total			-0.27		800.00	800.27
Total Department			-0.27		800.00	800.27
Administration & General						
Administration & General						
101 FULL-TIME EMPLOYEES - REGULAR	14,999.69	6.33	52,440.82	4.49	147,000.00	94,559.18
102 FULL-TIME EMPLOYEES - OVERTIME	43.27	0.02	428.48	0.04	2,000.00	1,571.52
121 EMPLOYER PERA CONTRIBUTIONS	1,128.19	0.48	3,965.25	0.34	11,175.00	7,209.75
122 EMPLOYER FICA CONTRIBUTIONS	892.12	0.38	3,097.72	0.27	9,238.00	6,140.28
123 EMPLOYER MEDICARE CONTRIBUTION	208.66	0.09	724.47	0.06	2,161.00	1,436.53
130 EMPLOYER PAID INSURANCE	2,089.87	0.88	8,609.28	0.74	25,700.00	17,090.72
150 WORKER'S COMPENSATION	0.00		0.00		840.00	840.00
160 LIABILITY INSURANCE	0.00		21.64		40.00	18.36
210 OPERATING SUPPLIES	109.99	0.05	514.91	0.04	2,750.00	2,235.09
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		500.00	500.00
301 AUDITING/ACCOUNTING	0.00		0.00		4,406.00	4,406.00
304 LEGAL FEES	91.25	0.04	3,047.75	0.26	5,000.00	1,952.25
309 EDP, SOFTWARE & DESIGN	0.00		0.00		1,000.00	1,000.00
321 TELEPHONE	622.47	0.26	2,863.65	0.25	10,000.00	7,136.35
325 COMMUNICATION-OTHER	841.37	0.36	3,579.93	0.31	10,500.00	6,920.07
332 ADMINISTRATOR MEETINGS &	0.00		199.41	0.02	0.00	-199.41
333 STAFF MEETINGS & CONFERENCES	0.00		3,692.68	0.32	3,500.00	-192.68
334 MEMBERSHIP DUES AND FEES	1,500.00	0.63	12,194.00	1.04	40,000.00	27,806.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		150.00	150.00
370 MAINTENANCE/SUPPORT FEES	2,236.01	0.94	3,878.28	0.33	4,000.00	121.72
400 REPAIRS & MAINTENANCE	0.00		0.00		550.00	550.00
429 CIP PROGRAM	1,885.35	0.80	12,973.82	1.11	95,244.00	82,270.18
430 OTHER SERVICE/CHARGES-MISC.	2,045.65	0.86	6,258.27	0.54	135,000.00	128,741.73
438 CREDIT CARD FEES	837.50	0.35	4,223.50	0.36	8,200.00	3,976.50

604 Electric Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
440 PROFESSIONAL SERVICES	0.00		665.00	0.06	7,500.00	6,835.00
Account Total	29,531.39	12.47	123,378.86	10.57	526,454.00	403,075.14
Total Department	29,531.39	12.47	123,378.86	10.57	526,454.00	403,075.14
Depreciation						
Depreciation						
420 DEPRECIATION	0.00		0.00		100,000.00	100,000.00
Account Total					100,000.00	100,000.00
Total Department					100,000.00	100,000.00
Other Expenses						
Other Expense						
720 OPERATING TRANSFERS	0.00		60,000.00	5.14	70,000.00	10,000.00
Account Total			60,000.00	5.14	70,000.00	10,000.00
Total Department			60,000.00	5.14	70,000.00	10,000.00
Total Expenses	236,869.63	100.00	1,167,346.33	100.00	4,268,094.00	3,100,747.67
Net Income(Loss)	73,417.49	30.99	637,294.31	54.59		

605 Storm Water

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Storm Public Works						
3621 INTEREST EARNED	1,440.64	15.24	4,062.93	2.43	3,000.00	1,062.93
3626 MONEY MARKET INTEREST	0.00		6.83		0.00	6.83
3730 STORM USER CHARGE	38,028.37	402.17	190,025.29	113.46	436,600.00	-246,574.71
3746 PENALTIES	0.00		945.27	0.56	2,200.00	-1,254.73
Total Department	39,469.01	417.41	195,040.32	116.45	441,800.00	-246,759.68
Total Revenue	39,469.01	100.00	195,040.32	100.00	441,800.00	-246,759.68
Expenses						
Debt Service						
Debt Service						
601 BOND PRINCIPAL	0.00		115,261.07	68.82	115,261.00	-0.07
611 BOND INTEREST	0.00		14,638.56	8.74	28,193.00	13,554.44
Account Total			129,899.63	77.56	143,454.00	13,554.37
Total Department			129,899.63	77.56	143,454.00	13,554.37
Storm Public Works						
Storm Public Works						
101 FULL-TIME EMPLOYEES - REGULAR	3,379.13	35.74	10,473.90	6.25	40,675.00	30,201.10
103 PART-TIME EMPLOYEES	0.00		0.00		3,000.00	3,000.00
121 EMPLOYER PERA CONTRIBUTIONS	253.43	2.68	785.48	0.47	2,715.00	1,929.52
122 EMPLOYER FICA CONTRIBUTIONS	200.96	2.13	608.47	0.36	2,430.00	1,821.53
123 EMPLOYER MEDICARE CONTRIBUTION	47.02	0.50	142.32	0.08	525.00	382.68
130 EMPLOYER PAID INSURANCE	771.78	8.16	3,389.96	2.02	9,900.00	6,510.04
210 OPERATING SUPPLIES	408.39	4.32	1,081.03	0.65	7,000.00	5,918.97
214 UNIFORMS	0.00		0.00		280.00	280.00
220 REPAIR/MAINTENANCE SUPPLIES	290.40	3.07	372.95	0.22	20,500.00	20,127.05
240 SMALL TOOLS/MINOR EQUIPMENT	45.98	0.49	86.69	0.05	500.00	413.31
303 ENGINEERING FEES	0.00		0.00		162,000.00	162,000.00
304 LEGAL FEES	43.50	0.46	43.50	0.03	0.00	-43.50
325 COMMUNICATION-OTHER	385.69	4.08	1,743.28	1.04	5,000.00	3,256.72
331 TRAVEL/MILEAGE	0.00		0.00		100.00	100.00
360 INSURANCE	0.00		390.56	0.23	800.00	409.44
370 MAINTENANCE/SUPPORT FEES	525.96	5.56	927.03	0.55	1,700.00	772.97
400 REPAIRS & MAINTENANCE	0.00		106.84	0.06	35,000.00	34,893.16
410 RENTALS	0.00		7.73		0.00	-7.73
430 OTHER SERVICE/CHARGES-MISC.	0.00		11.76	0.01	75.00	63.24
433 MMUA SAFETY PROGRAM	12.60	0.13	2,455.62	1.47	4,750.00	2,294.38
440 PROFESSIONAL SERVICES	0.00		0.00		5,000.00	5,000.00
444 OTHER CONTRACTUAL SERVICES	30.14	0.32	60.28	0.04	0.00	-60.28
Account Total	6,394.98	67.63	22,687.40	13.55	301,950.00	279,262.60
Total Department	6,394.98	67.63	22,687.40	13.55	301,950.00	279,262.60

605 Storm Water

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Storm Adminstration						
Storm Admin						
101 FULL-TIME EMPLOYEES - REGULAR	2,098.33	22.19	7,337.50	4.38	19,500.00	12,162.50
102 FULL-TIME EMPLOYEES - OVERTIME	3.83	0.04	3.83		0.00	-3.83
121 EMPLOYER PERA CONTRIBUTIONS	157.65	1.67	550.52	0.33	1,463.00	912.48
122 EMPLOYER FICA CONTRIBUTIONS	125.48	1.33	433.84	0.26	1,209.00	775.16
123 EMPLOYER MEDICARE CONTRIBUTION	29.35	0.31	101.44	0.06	283.00	181.56
130 EMPLOYER PAID INSURANCE	264.89	2.80	1,066.54	0.64	3,000.00	1,933.46
150 WORKER'S COMPENSATION	0.00		2,489.97	1.49	4,000.00	1,510.03
210 OPERATING SUPPLIES	0.00		61.96	0.04	700.00	638.04
301 AUDITING/ACCOUNTING	0.00		0.00		980.00	980.00
303 ENGINEERING FEES	0.00		0.00		5,000.00	5,000.00
304 LEGAL FEES	0.00		217.50	0.13	0.00	-217.50
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
370 MAINTENANCE/SUPPORT FEES	0.00		139.20	0.08	450.00	310.80
430 OTHER SERVICE/CHARGES-MISC.	7.50	0.08	37.50	0.02	200.00	162.50
438 CREDIT CARD FEES	373.75	3.95	1,888.24	1.13	4,100.00	2,211.76
440 PROFESSIONAL SERVICES	0.00		570.00	0.34	725.00	155.00
Account Total	3,060.78	32.37	14,898.04	8.90	41,910.00	27,011.96
Total Department	3,060.78	32.37	14,898.04	8.90	41,910.00	27,011.96
Total Expenses	9,455.76	100.00	167,485.07	100.00	487,314.00	319,828.93
Net Income(Loss)	30,013.25	317.41	27,555.25	16.45		

606 ICE ARENA

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Ice Arena						
3450 SCHOOL/YOUTH ICE RENTAL	66.00	0.34	63,246.00	54.96	200,000.00	-136,754.00
3451 LEAGUE HOCKEY	0.00		139.70	0.12	54,000.00	-53,860.30
3452 PUBLIC SKATE	0.00		911.31	0.79	2,500.00	-1,588.69
3453 OPEN HOCKEY/ ICE TIME	0.00		707.79	0.62	5,000.00	-4,292.21
3454 LEASED SIGN REVENUE	0.00		0.00		1,500.00	-1,500.00
3455 CONCESSION/RENTS	2,820.00	14.53	2,820.00	2.45	2,516.00	304.00
3456 POP/GUMBALL SALES	0.00		372.66	0.32	3,000.00	-2,627.34
3457 SKATE RENTS/SHARPENING	0.00		73.11	0.06	1,000.00	-926.89
3458 PRO SHOP SALES	0.00		17.00	0.01	200.00	-183.00
3624 MISC REVENUE - REFUNDS	0.00		-0.23		0.00	-0.23
Total Department	2,886.00	14.87	68,287.34	59.34	269,716.00	-201,428.66
Total Revenue	2,886.00	100.00	68,287.34	100.00	269,716.00	-201,428.66
Expenses						
Ice Arena						
Ice Arena						
101 FULL-TIME EMPLOYEES - REGULAR	11,404.62	58.75	41,751.20	36.28	95,300.00	53,548.80
103 PART-TIME EMPLOYEES	0.00		10,791.10	9.38	48,000.00	37,208.90
121 EMPLOYER PERA CONTRIBUTIONS	855.38	4.41	3,451.65	3.00	9,000.00	5,548.35
122 EMPLOYER FICA CONTRIBUTIONS	682.14	3.51	3,132.96	2.72	8,885.00	5,752.04
123 EMPLOYER MEDICARE CONTRIBUTION	159.54	0.82	732.72	0.64	1,383.00	650.28
130 EMPLOYER PAID INSURANCE	1,874.74	9.66	8,604.51	7.48	23,000.00	14,395.49
150 WORKER'S COMPENSATION	0.00		4,860.95	4.22	4,800.00	-60.95
210 OPERATING SUPPLIES	10.00	0.05	484.67	0.42	4,000.00	3,515.33
214 UNIFORMS	0.00		0.00		600.00	600.00
220 REPAIR/MAINTENANCE SUPPLIES	0.00		2,750.90	2.39	7,500.00	4,749.10
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		208.90	0.18	1,000.00	791.10
261 MERCH FOR RESALE-TAX	0.00		143.10	0.12	2,000.00	1,856.90
301 AUDITING/ACCOUNTING	0.00		0.00		900.00	900.00
321 TELEPHONE	32.38	0.17	1,108.20	0.96	3,500.00	2,391.80
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		1,000.00	1,000.00
334 MEMBERSHIP DUES AND FEES	0.00		315.00	0.27	400.00	85.00
343 OTHER ADVERTISING	14.05	0.07	70.25	0.06	200.00	129.75
370 MAINTENANCE/SUPPORT FEES	285.32	1.47	914.32	0.79	1,800.00	885.68
380 UTILITY SERVICES	3,991.07	20.56	24,098.43	20.94	76,000.00	51,901.57
400 REPAIRS & MAINTENANCE	0.00		10,500.00	9.12	22,500.00	12,000.00
430 OTHER SERVICE/CHARGES-MISC.	104.14	0.54	548.96	0.48	2,000.00	1,451.04
433 MMUA SAFETY PROGRAM	0.00		603.00	0.52	1,010.00	407.00
440 PROFESSIONAL SERVICES	0.00		0.00		500.00	500.00
444 OTHER CONTRACTUAL SERVICES	0.00		0.00		10,000.00	10,000.00
Account Total	19,413.38	100.00	115,070.82	100.00	325,278.00	210,207.18
Total Department	19,413.38	100.00	115,070.82	100.00	325,278.00	210,207.18

606 ICE ARENA

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Total Expenses	19,413.38	100.00	115,070.82	100.00	325,278.00	210,207.18
Net Income(Loss)	-16,527.38	-85.13	-46,783.48	-40.66		

609 Liquor Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Financial Adminstration						
3621 INTEREST EARNED	344.28	0.16	3,689.59	0.59	3,000.00	689.59
3624 MISC REVENUE - REFUNDS	0.00		0.00		250.00	-250.00
3626 MONEY MARKET INTEREST	0.00		7.00		0.00	7.00
Total Department	344.28	0.16	3,696.59	0.59	3,250.00	446.59
Merchandise						
3781 SALES - LIQUOR	56,259.56	26.60	231,980.00	36.81	443,000.00	-211,020.00
3782 SALES - BEER	94,562.77	44.72	326,890.05	51.86	949,200.00	-622,309.95
3783 SALES - WINE	34,747.45	16.43	124,655.75	19.78	204,750.00	-80,094.25
3784 SALES - MISC. TAXABLE	2,559.88	1.21	9,734.00	1.54	22,000.00	-12,266.00
3786 SALES - NON-TAXABLE	819.96	0.39	2,007.38	0.32	5,215.00	-3,207.62
3794 CASH OVER	186.09	0.09	289.53	0.05	0.00	289.53
Total Department	189,135.71	89.44	695,556.71	110.35	1,624,165.00	-928,608.29
Total Revenue	189,479.99	100.00	699,253.30	100.00	1,627,415.00	-928,161.70
Expenses						
Financial Adminstration						
Financial Administration						
101 FULL-TIME EMPLOYEES - REGULAR	0.00		0.00		2,600.00	2,600.00
121 EMPLOYER PERA CONTRIBUTIONS	0.00		0.00		195.00	195.00
122 EMPLOYER FICA CONTRIBUTIONS	0.00		0.00		161.00	161.00
123 EMPLOYER MEDICARE CONTRIBUTION	0.00		0.00		38.00	38.00
301 AUDITING/ACCOUNTING	0.00		0.00		4,406.00	4,406.00
Account Total					7,400.00	7,400.00
Total Department					7,400.00	7,400.00
Merchandise						
Merchandise						
210 OPERATING SUPPLIES	205.40	0.10	864.85	0.14	2,500.00	1,635.15
251 LIQUOR	82,695.37	39.10	235,712.77	37.40	462,100.00	226,387.23
252 BEER	95,105.47	44.97	258,211.58	40.97	736,300.00	478,088.42
254 MISC TAXABLES (SOFT DRINKS,ETC	2,147.13	1.02	5,669.54	0.90	15,000.00	9,330.46
257 ICE	272.96	0.13	592.49	0.09	2,000.00	1,407.51
259 NON-TAX MISC (O.J., ETC)	259.30	0.12	387.31	0.06	642.00	254.69
335 FREIGHT	1,342.00	0.63	3,960.87	0.63	10,000.00	6,039.13
430 OTHER SERVICE/CHARGES-MISC.	0.00		0.00		50.00	50.00
438 CREDIT CARD FEES	3,501.67	1.66	12,410.52	1.97	30,000.00	17,589.48
Account Total	185,529.30	87.73	517,809.93	82.15	1,258,592.00	740,782.07
Total Department	185,529.30	87.73	517,809.93	82.15	1,258,592.00	740,782.07

609 Liquor Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Manager						
Manager						
101 FULL-TIME EMPLOYEES - REGULAR	8,834.22	4.18	32,340.96	5.13	76,600.00	44,259.04
121 EMPLOYER PERA CONTRIBUTIONS	662.57	0.31	2,425.60	0.38	5,745.00	3,319.40
122 EMPLOYER FICA CONTRIBUTIONS	538.09	0.25	1,956.97	0.31	4,749.00	2,792.03
123 EMPLOYER MEDICARE CONTRIBUTION	125.84	0.06	457.67	0.07	1,111.00	653.33
130 EMPLOYER PAID INSURANCE	875.01	0.41	3,990.41	0.63	9,200.00	5,209.59
150 WORKER'S COMPENSATION	0.00		6,762.17	1.07	6,000.00	-762.17
210 OPERATING SUPPLIES	493.20	0.23	1,076.23	0.17	700.00	-376.23
216 PERIODICALS	0.00		0.00		40.00	40.00
240 SMALL TOOLS/MINOR EQUIPMENT	94.32	0.04	461.57	0.07	3,600.00	3,138.43
304 LEGAL FEES	0.00		0.00		100.00	100.00
321 TELEPHONE	170.63	0.08	815.11	0.13	1,900.00	1,084.89
331 TRAVEL/MILEAGE	0.00		0.00		250.00	250.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		900.00	900.00
334 MEMBERSHIP DUES AND FEES	0.00		985.00	0.16	1,500.00	515.00
343 OTHER ADVERTISING	110.30	0.05	652.67	0.10	9,000.00	8,347.33
351 LEGAL NOTICES PUBLISHING	0.00		0.00		250.00	250.00
352 GENERAL NOTICE/PUBLIC INFO	0.00		0.00		25.00	25.00
370 MAINTENANCE/SUPPORT FEES	1,209.08	0.57	2,438.09	0.39	3,000.00	561.91
430 OTHER SERVICE/CHARGES-MISC.	29.06	0.01	119.26	0.02	1,000.00	880.74
433 MMUA SAFETY PROGRAM	0.00		603.00	0.10	1,200.00	597.00
439 CASH SHORT	11.93	0.01	107.50	0.02	0.00	-107.50
440 PROFESSIONAL SERVICES	0.00		570.00	0.09	525.00	-45.00
Account Total	13,154.25	6.22	55,762.21	8.85	127,395.00	71,632.79
Total Department	13,154.25	6.22	55,762.21	8.85	127,395.00	71,632.79
Cashiers						
Cashiers						
101 FULL-TIME EMPLOYEES - REGULAR	4,800.00	2.27	16,307.16	2.59	44,000.00	27,692.84
103 PART-TIME EMPLOYEES	3,788.14	1.79	18,699.91	2.97	42,000.00	23,300.09
121 EMPLOYER PERA CONTRIBUTIONS	630.18	0.30	2,562.96	0.41	6,450.00	3,887.04
122 EMPLOYER FICA CONTRIBUTIONS	510.99	0.24	2,063.10	0.33	5,332.00	3,268.90
123 EMPLOYER MEDICARE CONTRIBUTION	119.52	0.06	482.54	0.08	1,247.00	764.46
130 EMPLOYER PAID INSURANCE	1,831.46	0.87	8,388.06	1.33	19,600.00	11,211.94
160 LIABILITY INSURANCE	0.00		21.64		40.00	18.36
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		300.00	300.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		50.00	50.00
Account Total	11,680.29	5.52	48,525.37	7.70	119,019.00	70,493.63
Total Department	11,680.29	5.52	48,525.37	7.70	119,019.00	70,493.63
Janitor						
Janitor						
210 OPERATING SUPPLIES	0.00		166.29	0.03	900.00	733.71
Account Total			166.29	0.03	900.00	733.71
Total Department			166.29	0.03	900.00	733.71

609 Liquor Fund

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Buildings and Maintenance						
Buildings & Maintenance						
220 REPAIR/MAINTENANCE SUPPLIES	0.00		159.81	0.03	100.00	-59.81
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		1,000.00	1,000.00
360 INSURANCE	0.00		3,080.68	0.49	4,500.00	1,419.32
380 UTILITY SERVICES	865.02	0.41	3,243.39	0.51	12,500.00	9,256.61
400 REPAIRS & MAINTENANCE	44.07	0.02	434.28	0.07	11,000.00	10,565.72
410 RENTALS	203.81	0.10	1,108.69	0.18	750.00	-358.69
Account Total	1,112.90	0.53	8,026.85	1.27	29,850.00	21,823.15
Total Department	1,112.90	0.53	8,026.85	1.27	29,850.00	21,823.15
Depreciation						
Depreciation						
420 DEPRECIATION	0.00		0.00		13,000.00	13,000.00
Account Total					13,000.00	13,000.00
Total Department					13,000.00	13,000.00
Other Expenses						
Other Expense						
720 OPERATING TRANSFERS	0.00		0.00		16,000.00	16,000.00
Account Total					16,000.00	16,000.00
Total Department					16,000.00	16,000.00
Total Expenses	211,476.74	100.00	630,290.65	100.00	1,572,156.00	941,865.35
Net Income(Loss)	-21,996.75	-10.40	68,962.65	10.94		

610 Maple Grove Cemetery

	Actual Period to Date	%	Actual Year-To-Date	%	Annual Budget "	Variance
Revenue						
Cemetery Operations						
3410 CHARGES FOR SERVICES	0.00		0.00		9,000.00	-9,000.00
3411 CEMETARY LAND RENT	0.00		0.00		6,000.00	-6,000.00
3621 INTEREST EARNED	0.00		514.51	2.28	4,000.00	-3,485.49
3622 RENTS AND ROYALTIES	0.00		3,045.55	13.51	0.00	3,045.55
3624 MISC REVENUE - REFUNDS	200.00	2.12	250.00	1.11	300.00	-50.00
3626 MONEY MARKET INTEREST	0.00		1.00		0.00	1.00
3711 BURIAL LOTS	500.00	5.30	500.00	2.22	4,000.00	-3,500.00
Total Department	700.00	7.42	4,311.06	19.13	23,300.00	-18,988.94
Total Revenue	700.00	100.00	4,311.06	100.00	23,300.00	-18,988.94
Expenses						
Cemetery Operations						
Cemetery Operations						
101 FULL-TIME EMPLOYEES - REGULAR	1,251.11	13.26	4,593.18	20.38	11,100.00	6,506.82
121 EMPLOYER PERA CONTRIBUTIONS	93.83	0.99	344.52	1.53	833.00	488.48
122 EMPLOYER FICA CONTRIBUTIONS	74.99	0.80	273.08	1.21	688.00	414.92
123 EMPLOYER MEDICARE CONTRIBUTION	17.53	0.19	63.85	0.28	161.00	97.15
130 EMPLOYER PAID INSURANCE	155.53	1.65	712.23	3.16	1,600.00	887.77
150 WORKER'S COMPENSATION	0.00		1,024.05	4.54	900.00	-124.05
210 OPERATING SUPPLIES	10.00	0.11	44.27	0.20	500.00	455.73
212 MOTOR FUELS	0.00		0.00		500.00	500.00
214 UNIFORMS	0.00		0.00		50.00	50.00
220 REPAIR/MAINTENANCE SUPPLIES	0.00		0.00		500.00	500.00
240 SMALL TOOLS/MINOR EQUIPMENT	0.00		0.00		2,000.00	2,000.00
301 AUDITING/ACCOUNTING	0.00		0.00		980.00	980.00
333 STAFF MEETINGS & CONFERENCES	0.00		0.00		500.00	500.00
334 MEMBERSHIP DUES AND FEES	0.00		0.00		100.00	100.00
343 OTHER ADVERTISING	0.00		0.00		100.00	100.00
360 INSURANCE	0.00		332.68	1.48	600.00	267.32
370 MAINTENANCE/SUPPORT FEES	285.32	3.03	1,751.52	7.77	1,560.00	-191.52
380 UTILITY SERVICES	29.33	0.31	118.34	0.53	3,000.00	2,881.66
430 OTHER SERVICE/CHARGES-MISC.	4,806.00	50.95	4,806.00	21.32	8,000.00	3,194.00
440 PROFESSIONAL SERVICES	0.00		285.00	1.26	400.00	115.00
444 OTHER CONTRACTUAL SERVICES	2,708.33	28.71	8,188.33	36.33	24,000.00	15,811.67
Account Total	9,431.97	100.00	22,537.05	100.00	58,072.00	35,534.95
Total Department	9,431.97	100.00	22,537.05	100.00	58,072.00	35,534.95
Total Expenses	9,431.97	100.00	22,537.05	100.00	58,072.00	35,534.95
Net Income(Loss)	-8,731.97	-92.58	-18,225.99	-80.87		

LMC LEAGUE of MINNESOTA CITIES

June 24th, 2020

Nancy Zaworski
Finance Director
City of Kasson

Re: Virtual Fleet Survey Conducted on 6/23/2020

Dear Nancy,

On the above date, I spoke with you to discuss loss control topics pertaining to City of Kasson. This was in conjunction with your participation in the League of Minnesota Cities Insurance Trust (LMCIT) property, automobile, liability and/or workers' compensation program.

Purpose of Visit
The primary purpose of my visit was to discuss your fleet program and complete a basic review of key provisions. Operating motor vehicles is integral to virtually every department of municipal government and has become an essential element in the delivery of most, if not all, municipal services. We are not different in that aspect. For many of our employees this accounts for a considerable amount of their overall daily work schedule. The potential for loss is significant.

Besides the obvious damage to the vehicle other costs, some easily measured and others not, could include but are not limited to:

- Workers Compensation claim costs if the employee is injured;
- Costs involved if a member(s) of the public are injured;
- Disruption of operations;
- Equipment loss, or loss of use;
- Shaken public confidence;
- Impact on our department budget;
- Increased insurance premiums, which could be both in auto and workers' compensation.

The potential for loss is significant. Additionally, negligent operation of motor vehicles is one of the few general exceptions to governmental immunity. This is an exception that can also expose your city to civil liability and losses of greater severity.

Survey Overview
We discussed fleet programs and the importance of a fleet management policy endorsed by senior management, driving history records pulled at time of hire and annually, and who is responsible for overseeing the whole program. There are many key elements to any fleet program these, including:

145 University Avenue West
St. Paul, Minnesota 55103

PH: (651) 281-1200
TF: (800) 925-1122

FX: (651) 281-1299
www.lmc.org

- Management Policy;
- Driver Selection;
- Driver Training;
- Distracted driving;
- Accident Reporting and review;
- Vehicle Procurement;
- Vehicle Inspection and Maintenance; and
- Recordkeeping.

Summary of Solutions

For fleet programs to be successful, managers and supervisors must direct it properly and be held accountable for consistently implementing the elements set forth in this guide. Your fleet represents a considerable investment of your city's tax dollars. Successfully managing the fleet also means you are effectively managing the resources that your tax dollars are applied to. But fleet management is not just about managing tax dollars. The most important result of managing our fleet is to keep your employees and the public safe.

Conclusions

- The City of Kasson has many effective elements to meet a successful fleet safety program including:
    - Having fleet policies within personal policies; including policies on driver selection, personal use of vehicles, drug & alcohol testing, accident review and maintenance/vehicle inspection
    - Requiring all Public Works employees to have CDL license
    - Performing driver record checks for new and existing drivers
    - Being part of the FMCSA Clearinghouse
    - Performing preventative maintenance and having documentation of vehicle maintenance and repairs
    - Providing fleet training to employees
- Taking additional steps will strengthen the city's efforts to meet a successful fleet program. Areas we discussed for improvement include:
    - Attached is a sample fleet safety management program. The City of Kasson has many fleet policies including in their personal policies. Consider reviewing the attached sample program to see if there is any area the City can expand on.
    - If you are ever looking for streaming video to support your city's safety training efforts, you can contact me to get the links at no charge. Please see attached Streaming Safety Video document.
    - During our discussion we spoke about employees performing inspections on vehicles; there is a vehicle inspection checklist in the sample fleet management program (Appendix H, page 24).
    - We did not discuss this in our meeting, however I attached a Fleet Accident Kit Form. This is a good document to keep in city vehicles if an accident occurs.

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

Resources
LMCIT Coastal Streaming Safety Videos
LMCIT Member Center
CDL Overview of Entry-Level Driver Training Program Changes
FMCSA CDL Updates: LMC The Pipeline Blog

Conclusions
Thanks again for the time and courtesy extended to me during my visit. I will plan to contact you in approximately one year to schedule the next loss control meeting. As always, if you have safety or loss control related questions, please do not hesitate to contact me.

Sincerely,

Kate Connell | Loss Control Consultant
Phone: (651) 281-1254 | Mobile: (612) 289-0650
kconnell@lmc.org

c: Resources attached:

- Fleet Management Program for Municipalities
- Driver License Record Check Authorization Sample Form
- Clearinghouse Sample License Consent Form
- LMCIT Fleet Accident Kit Form
- LMCIT PW PR Resources Flyer
- Streaming Safety Video Flyer

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

BIO BOT

Kasson Wastewater Treatment Facility

Sample collection date: **May 26, 2020**

SARS-CoV-2 virus in sewage

DETECTED

Virus concentration per liter of sewage
627,483 copies

Reported COVID19 cases in Dodge County, MN

New cases	Cumulative cases
2	**46**

On May 26, 2020, as reported by USAfacts.org

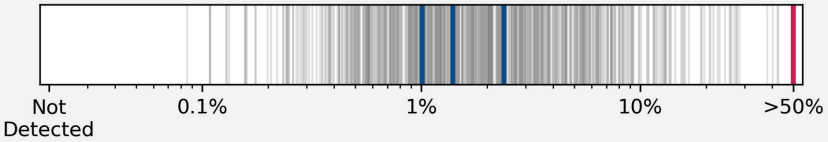
Biobot COVID19 case estimate

> 3,200 cases
(> 50% prevalence rate)

Using a reported flow rate of 1.5 MGD

Biobot prevalence rate estimates in context

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

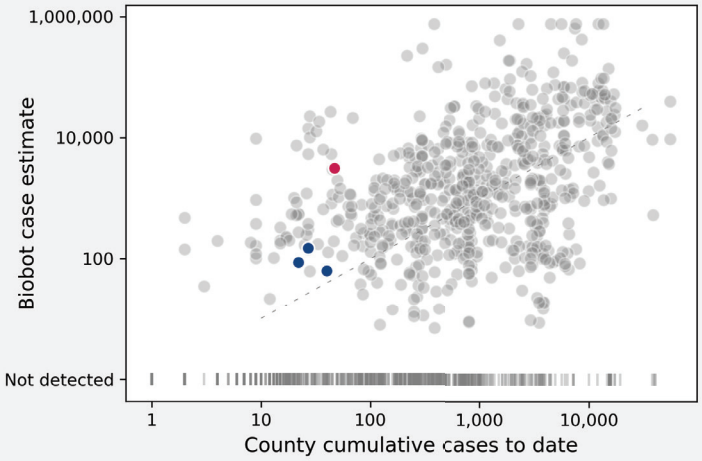


Contextualize COVID19 prevalence in your facility's catchment with other participating facilities, normalized across catchment sizes.

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.C
Protocols version: v2.2
Analysis version: v1.1

BIO
BOT

About the data

Our methods for detecting SARS-CoV-2 in sewage are adapted from CDC protocols and available at 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:

Number of infected people =
(total amount of virus per day) / (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.

BIO
BOT

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

June 30, 2020 Delivery via Email Please Reply “Received”

Mr. Timothy P. Ibisch
City of Kasson
401 5th Street SE
Kasson, MN 55944

Re: Charter Communications – Upcoming Changes

Dear Mr. Ibisch:

At Charter, locally known as Spectrum, we continue to enhance our services in order to offer more entertainment and communications choices, and to deliver the best value to our customers. We are committed to offering our customers with products and services we are sure they will enjoy.

Programming fees charged by TV networks we carry are the greatest single factor in higher cable prices, and continue to rise. Despite our best efforts to control these costs, this has resulted in a change in the rates we charge our customers.

Effective on or after July 5, 2020, customers are being noticed via bill message of the following monthly pricing changes, which will take effect on or after August 5, 2020. Customer promotional rates will not change until the end of the promotion period.

Services/Products/Equipment	Pricing Adjustment
Broadcast TV Surcharge	Will increase by $2.95. This reflects the costs incurred from local Broadcast TV Stations.
Spectrum TV Select	Will increase by $1.50.
Spectrum TV Silver	Will increase by $1.50.
Spectrum TV Gold	Will increase by $1.50.

If you have any questions about this change, please feel free to contact me at (952) 367-4263 or via email at amanda.duerr@charter.com.

Sincerely,

Amanda Duerr
Director, Government Affairs
Charter Communications

NATIONAL LEAGUE OF CITIES

CITIES STRONG TOGETHER

State of the Cities 2020

NATIONAL LEAGUE OF CITIES

CITIES STRONG TOGETHER

About the National League of Cities

The National League of Cities (NLC) is the voice of America's cities, towns and villages, representing more than 200 million people. NLC works to strengthen local leadership, influence federal policy and drive innovative solutions.

About the Authors

Anita Yadavalli is Program Director of City Fiscal Policy, Rose Kim is Research Program Specialist, Christiana K. McFarland is Research Director and Brooks Rainwater is Senior Executive and Director of NLC's Center for City Solutions.

Acknowledgments

The authors would like to acknowledge Abigail Overturf, who helped collect the data, and Karen Nava and Claire Lacy, who designed the report. Additionally, the authors would like to acknowledge NLC staff for their contributions to the report.

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State of the Cities 2020

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Foreword

When 2020 began, we could not have imagined what would have transpired in just a few short months. From health and economic crisis to resounding calls to address systemic racism, the state of our nation's cities has changed dramatically.

State of the Cities 2020

It has become abundantly clear that this year is unlike any other. It has also become clear that the role of city leaders is not only to establish and implement a vision for their community, but also to be guided by the values of their community and lead in the most challenging moments.

For seven years, the National League of Cities has released the *State of the Cities* report. This research, which examines mayoral state of the city speeches delivered January through April, has typically provided a clear and consistent voice about the current priorities of local leaders. In the months since those speeches, mayors' priorities have obviously shifted.

As we experience the new reality of our communities today, the purpose of our *State of the Cities* report too has shifted. It is important to acknowledge that this year's report provides a pre-crisis baseline of the values and priorities guiding local policies, procedures and programs, the fiscal and economic position of cities, the aspirations of local leaders and the gaps left to fill.

In reflecting on these moments in this year's state of the city speeches, we find that local leaders have been putting into place those essential investments that will help our nation heal. We find innovative approaches to health and social services, small business supports and community policing. We also find mayors' acknowledging the challenges that have now been laid bare, including lack of equity in health, education, public safety, housing, economic opportunity and transportation.

It is our hope that in the years to come we will look back on the *State of the Cities* 2020 report and say that it represents the state of cities just as our crises hit, just as our nation seized the moment to begin *bold* rebuilding and systems change. Our communities are starting the journey towards equitable recovery, and the research that the National League of Cities continues to execute is dedicated to improving local leaders' ability to serve their residents.

One thing we know for sure is local leaders can and will lead our nation forward. While the outlook of the future may feel uncertain, the prosperity of American communities is irrefutable.

Clarence E. Anthony
CEO and Executive Director
NATIONAL LEAGUE OF CITIES

Introduction

The state of our cities continues to be strong even in these troubled times. Right now, mayors are battling the twin challenges of a public health crisis precipitated by the COVID-19 pandemic and the economic fallout that the novel coronavirus has wrought on our nation's communities. Mayors have been on the frontlines serving as stalwart leaders – together with the essential workers and the fire, police, sanitation, and public health employees – guiding our cities through this storm. This journey is far from over, and our essential cities will recover and rebuild.

Cities were among the first to respond to the virus by instituting stay-at-home orders and doing what was necessary to flatten the curve and minimize the negative impact on community members nationwide. The National League of Cities has been rapidly tracking the shifting local policy environment since March to identify and share the policies cities have implemented to respond to COVID-19, from housing homeless individuals, to ending utility shutoffs, to transforming daily government operations.

Cities like Burlington, Vermont have enforced stay-at-home orders to slow the spread of the virus, worked with community partners to produce high-quality masks for essential workers and created virtual resource and recovery centers to provide food and other support to residents. This and other stories are happening in cities across America. Whether in crisis or in good times, our local leaders are at the forefront, making the hard choices and helping community members thrive.

With an economy that is both deeply troubled, with an unemployment rate higher than 14 percent, and deeply transformed, it is imperative that we come together as a nation. If instead, cities must go it alone and bear the brunt of negative fiscal consequences of the pandemic, America will be in a dire situation. Up to one million public sector workers could experience severe pay cuts, lose their job or be furloughed. Fewer public safety personnel translate to slower emergency response times. Fewer social service and youth program coordinators mean reductions in summer programs and home health visits. These are essential services, particularly for our communities' most vulnerable residents.

What this year's *State of the Cities* analysis reveals is that local leaders have been and will continue to provide residents and businesses with the tools, through targeted investments, not only to strengthen our economy, but also in ways that are more equitable, sustainable and forward-thinking.

State of the Cities 2020

Our content analysis of **131 speeches** delivered between January and April 2020 reveals that:

ECONOMIC DEVELOPMENT
is the most-covered major policy issue among mayors. Arts and culture continued to be a popular theme within economic development, especially as a vehicle for improved social engagements in the downtown area.

1

INFRASTRUCTURE
Mayors discussed upgrades to water infrastructure to increase efficiency and become more resilient to natural disasters in the future.

2

HOUSING
Mayors continued to prioritize affordable housing and services for homeless individuals.

3

ENERGY AND ENVIRONMENT
Many mayors highlighted climate change and global warming as top priorities for their communities.

4

PUBLIC SAFETY
Many mayors discussed plans to strengthen relations between the fire department and the community through education on fire safety and public outreach.

5

THIS IS THE TIME TO ADVANCE IDEAS AND INNOVATIONS LONG ADVOCATED FOR BY CITY LEADERS.

From installing hygiene stations around homeless encampment centers to improving the emotional and physical fatigue for emergency responders, and so much more, cities continue to prove their leadership amid the uncertainty. They deserve support and partnership to continue protecting our nation's frontlines and advancing us to a better future.

Columbus, Ohio

Top 10 Issues

By percent of speeches that significantly covers each topic.*

Economic Development
75%

Infrastructure
63%

Housing
40%

Energy & Environment
39%

Public Safety
37%

Demographics
35%

Budgets & Management
32%

Health & Human Services
32%

Education
17%

Government Data & Technology
8%

**Significant = 10 percent of speech devoted to topic*

Albuquerque, New Mexico

State of the Cities 2020

Economic Development

Without question, cities are the engine of the American economy. City leaders bolster the success of their local economies by providing critical services that enable businesses, particularly small and minority-owned businesses, to prosper.

These strategies range from helping business owners build a web presence and encouraging them to bid for city contracts, to connecting them to mentors and microlenders.

Evidence suggests that entrepreneurs and small businesses struggle most significantly in economic downturns but, if supported, can also be at the heart of recovery. According to the Small Business Administration, small businesses created 63 percent of the net new jobs between 2009 to 2012.[1]

This year mayors have demonstrated their continued commitment to small businesses and entrepreneurs. Mayor Sharon Weston Broome of Baton Rouge, Louisiana is developing a small business enterprise certification program to offer support to the city's most "socially and economically disadvantaged businesses." The city of Durham, North Carolina launched initiatives to assist minority- and women-owned businesses, including a partnership with Built2Last to provide technical support, and established a debt and equity fund that will offer working capital.

In Little Rock, Arkansas, Mayor Frank Scott Jr. plans to create a diverse vendor purchasing plan for the city's minority- and women-owned businesses with a goal to increase city spending on those businesses to at least 25 percent over the next three to five years.

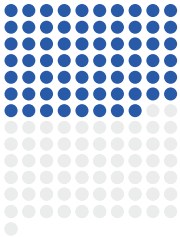
These efforts and others like them demonstrate local leaders' commitment to help secure the future of these businesses and the economic health of their communities-a commitment that is needed now more than ever. A recent study put the number of small businesses in immediate to near-term risk of job losses and closures at 4.2 million total businesses representing 47.8 million jobs.[2] To answer the call, the city of Lakewood, Ohio launched a rent payment reimbursement program, which provides up to a $3,000 grant for rent payment reimbursements to small businesses adversely affected by the pandemic.[3]

In Wilsonville, Oregon, the city allocated $400,000 to 125 small businesses through the city's Small Business COVID-19 Relief Grants Program.[4] The city of Chattanooga, Tennessee is hosting webinars specifically for minority-owned businesses to provide enhanced support to businesses applying for Small Business Administration loans.[5]

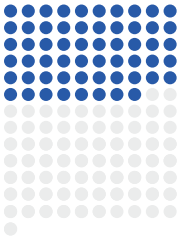
> *Cities not only provide the atmosphere for businesses to thrive and for residents to make a good living, but they also serve as the bridge under duress supporting the business community and our broader national economy.*

TOP 5
ECONOMIC DEVELOPMENT SUBTOPICS

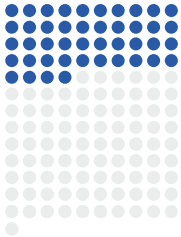
Downtown Development
52%



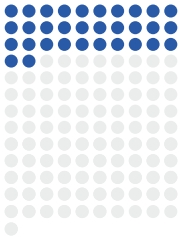
Arts and Culture
44%



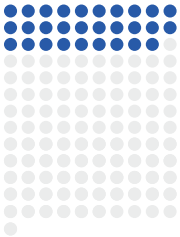
Community Development
34%



Jobs
24%



New Business and Business Expansion
22%



Subtopic percentages are representative of all 131 speeches in the sample. For a ranking of all 189 subtopics, see the Appendix.

Note:
Downtown Development includes the subtopics Downtown Development, Mixed Development.

We know small businesses are a cornerstone not only of growth, but dynamic and inclusive growth.

Mayor Andrew Ginther
Columbus, Ohio

Infrastructure

From providing water, sewer and trash services to plowing the roads and filling potholes, infrastructure maintenance and public works services keep our cities running smoothly and efficiently.

Over 17 million workers, or about 12 percent nationally, are employed in infrastructure jobs.[6] As some of our nation's most essential, infrastructure workers, like water treatment operators, need support.

This year, mayors have demonstrated their commitment to addressing critical gaps in our systems by upgrading aging infrastructure and expanding equitable access to public transit. In Binghamton, New York, Mayor Richard David is investing in stormwater pump stations to "improve resilience at mission-critical flood management infrastructure." In Independence, Oregon, Mayor John McArdle is investing in wastewater treatment facilities that are not only discharging less-treated wastewater effectively and efficiently but are also environmentally friendly to the community. And prior to the onslaught of the pandemic, the city of Fayetteville, Georgia started to construct the Whitewater Creek Water Pollution Control Plant "that will allow a more effective and efficient water management and treatment which will improve the infrastructure for many years." Lastly, Wake Forest, North Carolina has planned to deploy a second bus which will go counterclockwise around town and make it more accessible to all residents.

> *Unfortunately, the fiscal challenges facing cities have had significant impacts on their ability to continue capital improvements, infrastructure maintenance and other critical public works services.*

According to an April 2020 NLC-USCM survey, 35 percent of cities report the need to make at least some cuts in these areas.[7] Even within these fiscal limitations, local leaders are taking steps to protect the safety and health of the public as they respond to the pandemic.

Cities like Baltimore, Maryland and Philadelphia, Pennsylvania have emergency plans to provide high-quality drinking water to residents, have vowed not to shut off water service due to nonpayment and have agreed to waive late fees for residents.

In Seattle, Washington, the city's Public Utilities department will expand hygiene services at new 24/7 shelters to increase access for the homeless population. These services will include 16 new portable toilets and eight new hand washing stations.[8] The success of wastewater surveillance to measure the spread of the opioid epidemic in Montana prompted discussions on utilizing wastewater surveillance in local communities to monitor the spread of the virus.[9] This could be used as an effective data collection strategy since localities could increase their testing capabilities at a lesser cost, fill a critical gap in knowledge about population exposure to the virus and measure the asymptomatic cases.[10]

Continued investments in infrastructure and public works by local leaders, in partnership with all levels of government, are critical to mitigating the spread of the virus, increasing resiliency, and ensuring long-term recovery.

TOP 5
INFRASTRUCTURE SUBTOPICS

Roads, Streets and Signs
55%

Water, Sewer and Waste Infrastructure
47%

Pedestrian Infrastructure
31%

Infrastructure Funding
28%

Public Transit
27%

Subtopic percentages are representative of all 131 speeches in the sample. For a ranking of all 189 subtopics, see the Appendix.

One of the most important responsibilities of the city is to maintain and improve its infrastructure, which is crucial to resident safety and public health.

Mayor Nora Radest
Summit, New Jersey

Housing

Cities are diversifying the housing supply, expanding resources for vulnerable populations and implementing services to ensure every resident has access to safe, affordable housing.

With housing instability as a major contributor to coronavirus rates and nearly two-thirds of renters nationwide unable to afford a home, city support is more critical than ever.[11]

This year, mayors are serving the needs of the most vulnerable through various initiatives. Mayor Robert Garcia of Long Beach, California is opening the city's first SAFE Parking Program to provide a safe place for people living in their car and staffing clinicians in jails and social workers in libraries to ensure homeless individuals have access to the resources they need. In Charleston, West Virginia, Mayor Amy Goodwin hired a city Homeless Outreach Coordinator and developed a workforce program aimed to provide potential work opportunities for the homeless population. In Warsaw, Indiana, the city partnered with a developer to construct a new 72-unit affordable senior housing complex with various amenities.

As part of the "Downtown Linden" initiative, the city of Columbus, Ohio will be building 100 units of senior housing and commercial space, providing seniors with easy access and mobility around the downtown area.

> *The pandemic has exacerbated the housing crisis affecting the most vulnerable populations, especially for homeless and low-income residents.*

Researchers estimate that $11.5 billion is necessary to provide up to 400,000 new shelter beds to accommodate everyone who is unsheltered and to ensure appropriate social distancing.[12] These numbers can increase as a result of the growing economic fallouts. In fact, 22 million people have filed for unemployment and 31 percent of tenants in the U.S. failed to pay their April rent. In fact, 22 million people have filed for unemployment, 31 percent of tenants in the U.S. failed to pay their April rent, and large shares of households, particularly, Black renters, use more than half of their income to pay rent.[13]

Local leadership on housing and homelessness coming into and during the current crisis is vital to minimizing the spread of the virus, and mayors are stepping up. In Los Angeles, California, a city where 63 percent of the four million residents are renters, Mayor Eric Garcetti banned evictions for tenants in need of assistance.[14] In Washington, D.C., the city has implemented eviction and foreclosure bans to assist tenants and required landlords to offer rent payment plans to tenants who are facing financial hardships.[15] In addition to installing hygiene stations around encampment centers, cities have transformed buildings into shelters for those experiencing homelessness. In the city of Cincinnati, Ohio, Mayor John Cranley plans to convert convention centers into homeless shelters to maintain social distancing and eliminate overcrowding.[16] The city of New York, New York is on track to provide shelter for up to 6,000 people.[17]

With the ongoing housing and recent public health crisis, it is crucial now more than ever for local leaders to ensure every resident has access to safe, stable, and affordable housing, especially for the most vulnerable and at-risk populations.

TOP 5
HOUSING SUBTOPICS

Housing Supply and Development	Affordable Housing	Zoning and Building Codes	Homelessness	Blight and Demolitions
32%	**29%**	**27%**	**24%**	**19%**

Subtopic percentages are representative of all 131 speeches in the sample. For a ranking of all 189 subtopics, see the Appendix.

Note:
Homelessness includes the subtopics Homelessness, Shelters and Transitional Housing.

Access to quality housing is key to our residents' ability to live as fully empowered members of the local community.

Mayor Ken Miyagishima
Las Cruces, New Mexico

Energy & Environment

In recent years cities have increasingly prioritized environmental protections, climate preparedness, and greenhouse gas emission reductions.

In addition to leadership vacuums at higher levels of government, cities also recognize the significant linkages between environmental health and the physical, mental, and economic health of our communities.

According to the American Lung Association's 2020 State of the Air report, 46 percent or 150 million people live in counties with unhealthy air.[18] This is especially concerning now, as research shows that people with long-term exposure to air pollution are more likely to die from COVID-19.[19] To help mitigate these negative outcomes, cities are implementing renewable energy production, preserving natural resources and preparing for extreme and climate-related events.

In Durham, North Carolina, Mayor Steve Schewel plans to cut in half the amount of waste it is shipping to landfills by 2040 through the "conversion of food waste, yard waste and bio solids to compost on a massive scale." The city of Warsaw, Indiana has created a Curbside Waste Task force and plans to eliminate plastic bags from yard waste streams to prevent harmful pollutants from entering the soil. In Bloomington, Indiana, Mayor John Hamilton implemented the city's first ever Sustainability Plan with specific, measurable goals through 2023, including a "transformative Sustainability Investment Fund." In addition to building the city's first storm shelter last October, Mayor Kenneth Gulley of Bessemer, Alabama is working with federal, state and county partners to obtain funding sources and identify additional storm shelters throughout the city.

Many of these plans will be significantly altered by the current crisis, as funding has already been cut from climate and sustainability programs. Unfortunately, in many cities, emergency preparedness, sustainability, health, and the economy are often seen as separate, stand-alone issues. However, cities that can take a holistic approach to addressing these issues may see higher returns on investment, as Louisville, Kentucky has done.[20] That is, by empowering city staff to design creative, equitable programs that address multiple challenges and drive local economies, communities can be more prepared for future shocks and stressors.

> *Using a resilience lens enables cities to analyze all budgetary decisions across departments and determine how and if connections can be made to enhance local preparedness, improve resident health, and get communities back to work.*

Currently, many mayors are already signaling that our economic recovery must prioritize climate solutions. On May 7th, the C40 group of cities, including 10 U.S. mayors, released a statement of principles that there "should not be a return to 'business as usual' - because that is a world on track for 3°C or more of a temperature increase."

TOP 5
ENERGY & ENVIRONMENT SUBTOPICS

Trail
28%

Trees and City Landscapes
27%

Clean Energy Economy
20%

Solar Power
17%

Climate Change and Global Warming
17%

Subtopic percentages are representative of all 131 speeches in the sample. For a ranking of all 189 subtopics, see the Appendix.

Reducing carbon emissions will make our community a better, fairer, safer place to live.

Mayor Lucy Vinis
Eugene, Oregon

Public Safety

Public safety is one of the most important factors to determining the overall quality of life for a community.

This year, many cities implemented public safety initiatives focused on the common goal of strengthening relations with the public safety workforce and the community through public safety education and outreach. By reviving the community police academy, Mayor Cassie Franklin of Everett, Washington aims to reduce neighborhood crime and strengthen relationships between residents and the police. The city of Seattle, Washington is investing in a new community response program in which trained and trusted community members will be dispatched to "respond immediately after a shooting, to hospitals, to neighborhoods, or hot-spots" with a goal to "calm tensions, support families and survivors, and stop situations from escalating into further acts of violence."

While the nation's long-standing "tough-on-crime" approach was enacted to address crime and improve public safety outcomes, it has unfortunately resulted in mass incarceration and high rates of recidivism. In fact, the U.S. accounts for four percent of the world's population, but 21 percent of its incarcerated population.[21] Faced with growing concerns over this tough-on-crime approach, local leaders are introducing various initiatives to reform the justice system. The city of Olean, New York implemented changes within its pretrial detention program. While the "bill reform" will "eliminate money bail and pretrial detention for nearly all misdemeanor and nonviolent felony cases," the "discovery reform" will change procedures within the police department and District Attorney's office by requiring "any and all materials relating to every arrest be turned over to the defense within 15 days without it even being requested."

In Durham, North Carolina, Mayor Steve Schewel implemented a Misdemeanor Diversion Court to keep first-time offenders free of a criminal record.

While the pandemic poses great challenges for the progress of such initiatives, cities are currently leading the charge to address justice reform with renewed urgency. For example, Indianapolis, Indiana reduced its jail population by half through releases and issued citations for lower-level offenders to reduce jail admissions.[22] The city of Philadelphia, Pennsylvania implemented measures to minimize the spread of the virus, including adjusting policing practices for low-level offenses to avoid physical custody until after the pandemic, working with courts to increase jail releases for the elderly, medically vulnerable and individuals in custody for low-level offenses, and improving sanitation practices within local correctional facilities.[23] The District of Columbia is making improvements in medical treatments, enforcing social distancing, and providing training for inmates and guards to improve conditions at its jails to limit the spread of the virus.[24]

In addition to implications on broader justice reform, the fiscal impacts of the current health crisis could result in cuts to critical quality of life services, According to an April 2020 NLC-USCM survey, more than half of cities of all sizes reported that public services cuts will impact public safety.[25] As public safety workers serve on the front lines of the pandemic to provide essential services and ensure the safety of the community, it is crucial for local leaders to continue to support them.

TOP 5
PUBLIC SAFETY SUBTOPICS

Police Department	Fire Department	Traffic Control and Safety	EMS	Incarceration and Recidivism
50%	**39%**	**19%**	**8%**	**5%**

Subtopic percentages are representative of all 131 speeches in the sample. For a ranking of all 189 subtopics, see the Appendix.

Note:
Police Department includes Officer Training, Conduct, Transparency and Efficiency, Station, Police Technology and Equipment, Community Relations, Data and Staffing; and
Fire Department includes Station, Technology and Equipment, Training, Staffing and Community Relations.

I believe safety comes from lifting people up, not locking people up.

Mayor Marty Walsh
Boston, Massachusetts

Demographics

A complete census is critical for municipalities to ensure that more than $1.5 trillion in funding across 316 federal programs accurately reflects the needs and composition of their populations.[26]

Census data is also the basis for redistricting and congressional reapportionment that helps ensure fair representation at all levels of government.

Our cities, towns and villages rely on census data for an accurate allocation of resources for emergency preparedness, disaster relief, and resiliency planning, among many others.[27]

The importance and challenges of achieving a full and accurate count of residents in the U.S., particularly among historically undercounted communities, has been brought into even sharper focus during the pandemic. Just weeks into the official launch of the self-response phase of the 2020 Census, the U.S. Census Bureau announced an unprecedented extension of the census' operational timeline to October 31, 2020. This was done in order to protect the health and safety of the public as well as Census Bureau employees.

This extension is accompanied by a significant delay in Census Bureau field operations that are critical for counting the households most at risk of not being counted, including those with young children 0-5 years old (the largest undercounted group in the country), racial and ethnic minorities, renters, low-income households in rural areas and urban centers, and with limited English proficiency.

For city leaders, the pandemic has rendered traditional strategies like door knocking and being physically present in neighborhoods to count no longer viable. Instead, local leaders are leaning on technology like never before. They are shifting their strategies to remote awareness campaigns and virtual "town halls" that are more likely to feel safe for residents, including undocumented individuals or formerly incarcerated residents. Dallas, Texas is using the software Hustle to deliver census information while also hosting virtual happy hours, poetry nights and movies.

City leaders are also leaning more on community partners because of their knowledge of hard-to-count populations and trust in the community. For example, leaders in North Miami Beach, Florida are reaching a Creole speaking community with long-standing language, literacy and immigration concerns by including census information in online streaming church services.

In Las Vegas, Nevada, city leaders are linking the census to health programs and food banks. In one instance they are working with Mi Familia Vota, a national Latino civic engagement organization that has started providing groceries to vulnerable communities in response to COVID-19 and is including census information in the deliveries.

> *While the Census Bureau has adjusted its operations in light of the pandemic, city leaders are working within their limitations to ensure a complete and accurate count of all their residents.*

TOP 5
DEMOGRAPHICS SUBTOPICS

Civic Engagement	Census 2020	Community Spirit	Diversity	Youth
36%	**33%**	**22%**	**11%**	**8%**

An accurate Census count is imperative if we want to take care of our residents.

Mayor Daniel Horrigan
Akron, Ohio

Subtopic percentages are representative of all 131 speeches in the sample. For a ranking of all 189 subtopics, see the Appendix.

Budgets & Management

Cities are the drivers of economic wealth and competitiveness. They invest in local economies, maintain the infrastructure on which economic development is built and ensure the health, safety, and welfare of the people in their communities.

Cities aim to be fiscally responsible by engaging with the public on budgetary practices, managing their relationships with state and local governments and rebuilding their reserves. This year, mayors have demonstrated their commitment to fiscal balance and operational excellence.

In Baton Rouge, Louisiana, Mayor Sharon Weston Broome implemented preventive maintenance policies to reduce the number of city-parish vehicles sent to outside vendors for repairs by 50 percent this year, "saving City-Parish dollars by keeping repairs in-house."

In Lansing, Michigan, Mayor Andy Schor is taking the difficult steps to address future unfunded liabilities through negotiations with many of the city's employee unions. "While these changes do not affect our bottom line today, they will make a significant difference to the future unfunded liabilities for the taxpayers of Lansing," he said.

In Wilmington, Delaware, Mayor Michael Purzycki enabled the city to increase its fund balance to $17 million over the past three years. And in Salt Lake City, Utah, Mayor Erin Mendenhall is looking to the future as she works with her team to begin an internal risk assessment "to plan for the inevitable and ensure that Salt Lake City continues to thrive, come rain or shine."

These actions demonstrate mayors' commitments to fiscal responsibility and sound budgeting practices. Despite these efforts, the fiscal capacity of local governments is being stretched to the limit as the virus continues to spread. Nearly nine in 10 cities expect a budget shortfall due to the impact of the pandemic.[28] In Charleston, West Virginia, the city approved a $98.9 million budget in fiscal year 2019 but is on track to end with a $2 million deficit.[29]

The city of Boulder, Colorado, projects a shortfall of approximately $21 million in the general fund and a $41 million overall budget deficit.[30] In New Orleans, Louisiana, city officials estimate the city could lose up to $150 million this year as a result of losses in sales tax revenue.[31]

> *In response to COVID-19, cities are going to great lengths to spare residents and businesses additional financial burden by instituting property tax deferments, business license fee suspensions and library charge cancellations.*

Unfortunately, many cities are also forced to severely cut services at a time when the community needs them most, layoff and furlough employees, who comprise a large share of America's middle class, and pull back on capital projects, further impacting local employment, business contracts and overall investment in the economy.

TOP 5
BUDGETS & MANAGEMENT SUBTOPICS

Leadership and Governance
18%

Budget Transparency and Planning
16%

Fiscal Balance and Operational Excellence
15%

Property Tax
15%

Bonds
11%

Subtopic percentages are representative of all 131 speeches in the sample. For a ranking of all 189 subtopics, see the Appendix.

Having a strong fiscal foundation is vital to providing needed and expected services.

Mayor Andy Schor
Lansing, Michigan

Health & Human Services

By ensuring that residents have access to health programs and facilities, cities aim to enhance the lives of all residents.

In recent years, initiatives such as health risk assessments and employee wellness programs have become more prevalent as a way to manage healthcare costs, increase productivity, and reduce absences.

As the cost of health care continues to grow at a fast pace, cities are demonstrating their commitment to expanding resources, accessibility and additional services to support the health care of residents.

In Columbus, Ohio, Mayor Andrew Ginther will open a community market with a pharmacy that will offer free groceries, prescriptions, and health screenings for low-income, vulnerable populations. Mayor Floyd Kloc of Saginaw, Michigan will build a state-of-the-art rehabilitation hospital that will include 48 inpatient beds, outpatient therapy and medical research in national stroke rehabilitation.

As mental health continues to be a growing concern for cities, mayors have also demonstrated their commitment to expanding mental health resources through a public safety lens. The city of Idaho Falls, Idaho addressed one of the "greatest threats to today's first responders: emotional and mental duress" by developing mental health programs for the city's police officers, firefighters, and their immediate families. To improve the emotional and physical fatigue for firefighters, the city of Roseville, Minnesota recently "installed a special sauna to help firefighters cleanse their bodies of chemicals they are exposed to during fire responses" and developed a mental health program for the city's fire department.

There are growing concerns on the physical and emotional health of first responders as they continue to be on the front lines of the pandemic.

In fact, Mayor London Breed of San Francisco, California introduced a public-private partnership to expand short-term mental health resources such as one-on-one employee counseling services and 24/7 mental health care for first responders and other city employees.[32] Like San Francisco, other cities might follow and expand short-term and long-term mental health resources for city employees, especially first responders, who are risking their lives to save the lives of others during these uncertain times.

> *As cities are re-shifting their focus and allocating all available resources to fighting the pandemic, cities have expanded additional resources to support hospital staff and first responders to protect and support the community.*

TOP 5
HEALTH & HUMAN SERVICES SUBTOPICS

Parks and Recreation
62%

Hospitals and Clinics
15%

Healthy Living and Wellness
10%

Mental Health
9%

Access to Nutrition and Food Deserts
9%

Subtopic percentages are representative of all 131 speeches in the sample. For a ranking of all 189 subtopics, see the Appendix.

As we seek to improve the physical environment of our community, we must also seek to improve the overall wellness of our citizens.

Mayor Phil Jenkins
Nappanee, Indiana

Education

The youth are cities' future and city leaders are well positioned to champion the needs of children and families. That means providing our youth with access to a high-quality education.

As people who set up our youth for success, educators are critical members of our society. In recent years, researchers have identified a modest narrowing of school readiness gaps between various racial/ethnic and income groups.[33] In order to maintain that trend, cities must continue to be flexible and creative while continuing to support young children and families most in need.

This year, mayors have demonstrated their commitment to school readiness. In Grand Forks, North Dakota, Mayor Michael Brown is partnering with community leaders to foster a positive student experience, encourage engagement, and promote social and professional opportunities. In Long Beach, California, Mayor Robert Garcia cited the California State University Long Beach's goals to increase enrollment over the next decade. The mayor said many of those new students would be enrolled in online classes, but many others would be taking in-person classes in the 14 new classrooms that have been approved for construction.

In Columbus, Ohio, Mayor Andrew Ginther announced the children advocacy organization FutureReady is developing a strategic plan to ensure that all young people are ready for kindergarten "because we know that kindergarten readiness plays a huge role in determining the opportunities that will be available to students both in and out of school." In Providence, Rhode Island, Mayor Jorge Elorza announced the goal of providing universal Pre-K so that every child is ready to learn by the age of five. "We know that many of our kids, through no fault of their own, are already behind by the time they start kindergarten. Early learning programs are expensive and beyond the reach of so many of our families," he said.

To combat the spread of the virus and help flatten the curve, many cities have closed schools for some period of time. But in addition to that, cities are also using social media to disseminate vital information to the public on behalf of their school districts.

> *More critically, these cities are addressing food insecurity by mobilizing dollars to aid in food distribution across schools, working with community partners to coordinate food access and delivery to residents and offering childcare to healthcare providers and first responders.*

In the city of Chicago, Mayor Lori Lightfoot announced that the partners at Citadel and Citadel Securities have provided $2.5 million in aid to help deliver food to Chicago Public Schools and the Greater Chicago Food Depository.[34]

TOP 5
EDUCATION SUBTOPICS

K-12	University and College	Career Training and Development	Libraries	Education Funding
15%	**12%**	**11%**	**8%**	**8%**

Subtopic percentages are representative of all 131 speeches in the sample. For a ranking of all 189 subtopics, see the Appendix.

Note:
K-12 includes K-12, New Schools and Facilities, and Teacher Training and Professional Development

I believe that strong schools lead to a thriving community that offers better jobs, a strengthened tax base, safer neighborhoods, and enhanced property values.

Mayor Joyce Craig
Manchester, New Hampshire

Government Data & Technology

Cities are using technology more and more to make government processes more transparent, to identify the events, programs and services that resonate the most with their residents, and to identify potential opportunities to improve.

In recent years, mayors have used technology particularly as a platform to communicate what policies and issues are important to them.

This year, mayors have demonstrated their commitment to advancing smart city technologies. In Saratoga Springs, New York, Mayor Meg Kelly plans to begin the physical implementation of a 5-G fiber network with the city's partner SiFi Networks, which will "increase our City's internet speed and WiFi services, attracting new businesses to our Downtown." In Syracuse, New York, Verizon has committed to invest tens of millions of dollars to be one of the nation's first citywide installations of "superfast" 5G wireless technology.

Mayors have also demonstrated their commitment to utilizing social media platforms to improve the quality of life for residents. In Little Rock, Arkansas, Mayor Frank Scott Jr. issued a "#ExploreLR challenge," in which residents "are encouraged to visit various Little Rock attractions, and share your visits on social media for a chance to win a small prize" not only as a way to engage with the public but to also educate residents about the city's historical and aesthetical sites. The city of San Marcos, California analyzed the city's social media feeds to "identify events, programs and services that resonated the most with our residents in order to better understand what people love about the City" and to attract community members by offering improved and popular opportunities for the future.

Smart cities have been effective in combating the pandemic by using sensors and collecting data to determine whether physical-distancing rules are being followed. For example, in Elizabeth, New Jersey, the mayor plans to deploy drones to enforce physical-distancing rules by alerting people to move away from each other if they are congregating.[35] Cities like Salt Lake City, Utah are also partnering with tech companies to use smart city technology to trace the contacts of people infected with the virus to inform the community.[36]

Finally, cities are using social media to uplift at-risk populations in the wake of COVID-19. For example, Mayor Rusty Bailey of Riverside, California is uplifting the plight of the homeless individuals on social media. Mayor Bailey tweeted, "California has awarded $100 million in emergency grant funding to California counties, Continuums of Care and the state's 13 largest cities that will be immediately available to help those who are homeless."

As residents follow stay-at-home orders and practice social distancing through virtual interactions to flatten the curve,

> *cities are relying on smart technologies and social media to inform policies and to communicate effectively with the public by ensuring accurate information is disseminated to residents.*

TOP 5
GOVT. DATA & TECHNOLOGY SUBTOPICS

Government Efficiency and Effectiveness
29%

Smart City
5%

Social Media
4%

Data Governance and Performance Management
3%

Open Data
2%

Subtopic percentages are representative of all 131 speeches in the sample. For a ranking of all 189 subtopics, see the Appendix.

Cities across the nation are confronted with the challenge of integrating technology into operations, while ensuring equity, inclusion and protection of individual privacy.

Mayor Byron Brown
Buffalo, New York

Conclusion

This year's state of the city speeches show us why city leadership has been a beacon during our current public health and economic crisis.

While recovering from the prior recession, city leaders have laid the foundations to weather this one. They have focused their efforts on shoring up essential services, like public safety and health, directing investments toward resilient infrastructure, building up reserves and instituting better budgeting practices, and acknowledging the disproportionate challenges faced by minority- and women-owned small businesses and implementing targeted programs to support them.

To be ready to continue to respond to the growing needs of our communities and to be ready for the long road of recovery ahead, cities need a strong partnership with all levels of government. With 70 percent of Americans believing that the federal government is directly responsible for helping local governments recover from the pandemic, it is imperative that cities get the support that they need – that we all need – to build an even stronger state of our cities as we move together into the next chapter.[37] Cities are America, and America needs help. The state of our cities will continue to be strong with mayors at the helm, working together with residents, businesses and state and federal partners to rebuild and rebound.

Methodology

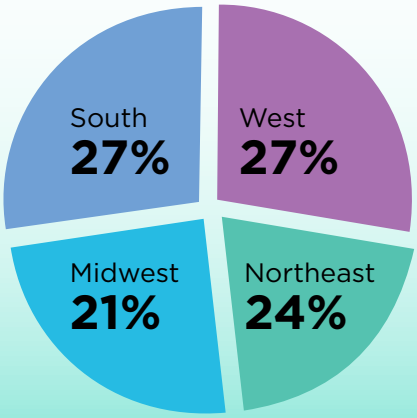
The 2020 report is based on a content analysis of 131 mayoral speeches delivered between January and April 2020 and includes cities across population sizes and geographic regions. In particular, the speeches were obtained from cities in four population categories (less than 50,000; 50-99,999; 100-299,999; 300,000 or more) and four geographic regions (Northeast, Midwest, South, West). The report presents both major topics and more nuanced subtopics (see appendix for full list of subtopics).

Each subtopic is assigned to one of 10 major topics – economic development, infrastructure, budgets and management, housing, public safety, health and human services, education, energy and environment, government data and technology, and demographics. Speeches are coded as having covered a major topic if the word count for subtopics within that major topic constitutes at least 10 percent of the speech (this minimum threshold measures the extent to which a mayor gave significant coverage of a topic and is calculated based on the average portion of the speech dedicated to a given topic).

We code words in a speech only if a mayor indicated a specific plan, goal or impact for 2020 and/or the future (where a plan is indicated by a reference to money spent on, roadmap to, or timeline of, a project; a goal is indicated by reference to what a mayor hopes for the future; and an impact is indicated by a reference to a direction, suggestion or action for the future). Past accomplishments alone are not coded as either topics or subtopics.

Sample breakdown
by region

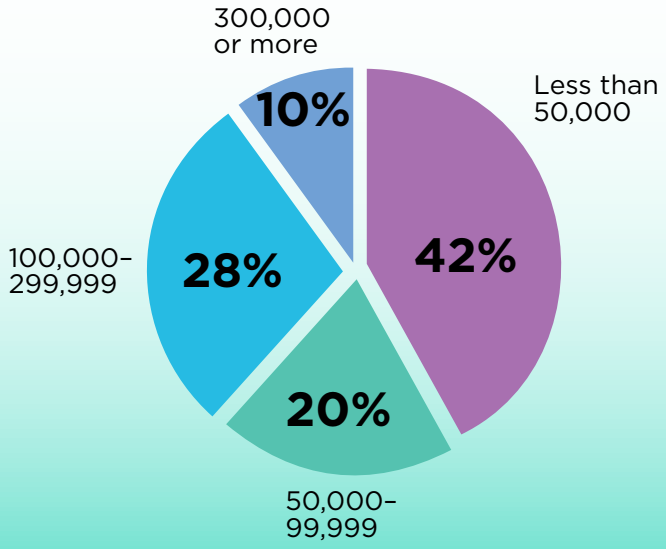
131 Total Speeches



May not add to 100% due to rounding

Sample breakdown
by population

131 Total Speeches



Appendix

Coverage by Subtopics

Subtopic	Number of Speeches	Percentage	Major Topic
Parks and Recreation	81	62%	Health & Human Services
Roads, Streets and Signs	72	55%	Infrastructure
Downtown Development	68	52%	Economic Development
Police Department	65	50%	Public Safety
Water, Sewer and Waste Infrastructure	61	47%	Infrastructure
Arts and Culture	58	44%	Economic Development
Fire Department	51	39%	Public Safety
Civic Engagement	47	36%	Demographics
Community Development	44	34%	Economic Development
Census 2020	43	33%	Demographics
Housing Supply and Development	42	32%	Housing
Pedestrian Infrastructure	40	31%	Infrastructure
Affordable Housing	38	29%	Housing
Government Efficiency and Effectiveness	38	29%	Government Data & Technology
Infrastructure Funding	37	28%	Infrastructure
Trail	37	28%	Energy & Environment
Zoning and Building Codes	36	27%	Housing
Public Transit	36	27%	Infrastructure
Trees and City Landscape	35	27%	Energy & Environment
Homelessness	32	24%	Housing
Jobs	32	24%	Economic Development
Community Spirit	29	22%	Demographics
New Business and Business Expansion	29	22%	Economic Development
Tourism	27	21%	Economic Development
Clean Energy Economy	26	20%	Energy & Environment
Local Government Property	26	20%	Infrastructure
Arena and Convention Center	25	19%	Economic Development
Blight and Demolitions	25	19%	Housing
Traffic Control and Safety	25	19%	Public Safety
Neighborhood Vitalization	24	18%	Economic Development
Leadership and Governance	23	18%	Budgets & Management
Brick and Mortar and Physical Retail	23	18%	Economic Development
Bicycle Infrastructure	23	18%	Infrastructure

Note: Top 25 subtopics overall are bolded.

Coverage by Subtopics

Subtopic	Number of Speeches	Percentage	Major Topic
Solar Power	22	17%	Energy & Environment
Climate Change and Global Warming	22	17%	Energy & Environment
Highways	21	16%	Infrastructure
Budget Transparency and Planning	21	16%	Budgets & Management
Public Works	20	15%	Infrastructure
Fiscal Balance and Operational Excellence	20	15%	Budgets & Management
Property Tax	19	15%	Budgets & Management
K-12	19	15%	Education
Hospitals and Clinics	19	15%	Health & Human Services
Parking	19	15%	Infrastructure
Electric Vehicle	19	15%	Energy & Environment
Land Use	18	14%	Energy & Environment
Business Support	17	13%	Economic Development
Bridges and Tunnels	17	13%	Infrastructure
University and College	16	12%	Education
Bonds	15	11%	Budgets & Management
Intergovernmental Relations	15	11%	Budgets & Management
Diversity	15	11%	Demographics
Water and Wastewater Utilities	15	11%	Energy & Environment
Career Training and Development	14	11%	Education
Environmental Health	14	11%	Energy & Environment
Intergovernmental Aid	14	11%	Budgets & Management
Rail	14	11%	Infrastructure
LED Lighting	14	11%	Energy & Environment
Senior Housing and Assisted Living Facilities	14	11%	Housing
Energy Efficiency	13	10%	Energy & Environment
Airport	13	10%	Infrastructure
Commercial Tax	13	10%	Budgets & Management
Healthy Living and Wellness	13	10%	Health & Human Services
Manufacturing	13	10%	Economic Development
Personnel Costs and Wages	13	10%	Budgets & Management
Conservation	13	10%	Energy & Environment
Local Government Workforce	12	9%	Budgets & Management

Coverage by Subtopics

Subtopic	Number of Speeches	Percentage	Major Topic
Trash Services and Waste Management	12	9%	Energy & Environment
Business Improvement District and Opportunity Zones	12	9%	Economic Development
Sales Tax	12	9%	Budgets & Management
Mental Health	12	9%	Health & Human Services
Water Reuse and Storm Water	12	9%	Energy & Environment
Access to Nutrition and Food Deserts	12	9%	Health & Human Services
Reserve and Rainy Day Funds	12	9%	Budgets & Management
Youth	11	8%	Demographics
Renovations and Home Improvement	11	8%	Housing
EMS	11	8%	Public Safety
Broadband	11	8%	Infrastructure
Libraries	11	8%	Education
Participatory Budgeting	10	8%	Budgets & Management
Research and Development	10	8%	Economic Development
Small Business	10	8%	Economic Development
Education Funding	10	8%	Education
Workforce Development	10	8%	Economic Development
Flooding	10	8%	Energy & Environment
Recycling	10	8%	Energy & Environment
Seniors	10	8%	Demographics
Entrepreneurship and Startups	9	7%	Economic Development
Pre-K	9	7%	Education
Business Attraction and Retention	9	7%	Economic Development
Homeownership Assistance	9	7%	Housing
Racial Inequity	8	6%	Demographics
Veterans	8	6%	Demographics
Minority and Women Owned Businesses	8	6%	Economic Development
Smart City	7	5%	Government Data & Technology
Agriculture	7	5%	Energy & Environment
Land and Housing Trust	7	5%	Housing
Evictions and Fair Housing	7	5%	Housing
Pensions and Pension Reform	7	5%	Budgets & Management
Childcare and Prenatal Care	7	5%	Health & Human Services
Ridesharing, TNCs and eScooters	7	5%	Infrastructure
Population Growth	7	5%	Demographics
Rental Housing and Rent Control	6	5%	Housing

Coverage by Subtopics

Subtopic	Number of Speeches	Percentage	Major Topic
Opioids	6	5%	Health & Human Services
Cable and Power	6	5%	Energy & Environment
Incarceration and Recidivism	6	5%	Public Safety
Disaster Preparedness	6	5%	Energy & Environment
Sustainability	6	5%	Energy & Environment
Electric Utilities	6	5%	Energy & Environment
Out-of-school Time	6	5%	Education
Public Safety and Funding	6	5%	Public Safety
School Safety	6	5%	Public Safety
Ports	5	4%	Infrastructure
Financial Literacy and Empowerment	5	4%	Education
Children's Health	5	4%	Health & Human Services
Social Media	5	4%	Government Data & Technology
Talent Attraction and Retention	5	4%	Economic Development
STEAM	5	4%	Education
Guns	5	4%	Public Safety
Gender Inequality	5	4%	Demographics
LGBTQIA+	5	4%	Demographics
Substance Abuse and Drug Addiction	5	4%	Health & Human Services
Deficit	5	4%	Budgets & Management
School Outcomes	5	4%	Education
Tech Company Attraction and Tech Entrepreneurship	5	4%	Economic Development
Coronavirus	4	3%	Health & Human Services
Healthy Homes	4	3%	Health & Human Services
Economic Inequality and Poverty	4	3%	Demographics
Tuition and Free College Program	4	3%	Education
Incubators and Coworking	4	3%	Economic Development
Gentrification and Displacement	4	3%	Housing
Animal Care Center	4	3%	Energy & Environment
Public Safety Education and Initiatives	4	3%	Public Safety
Data Governance and Performance Management	4	3%	Government Data & Technology
Violent Crime	4	3%	Public Safety
Access to Education and Inequality	4	3%	Education
Family Services	4	3%	Demographics
Achievement Gap	4	3%	Education
Innovation Districts	3	2%	Economic Development

Coverage by Subtopics

Subtopic	Number of Speeches	Percentage	Major Topic
Resiliency	3	2%	Energy & Environment
Income Tax	3	2%	Budgets & Management
Crime	3	2%	Public Safety
Legal System	3	2%	Public Safety
Tax Expenditure and TIF	3	2%	Budgets & Management
Accessory Dwelling Units	3	2%	Housing
Student Housing	3	2%	Housing
Special Needs	3	2%	Demographics
Quiet Zones	2	2%	Infrastructure
Recreational Marijuana	2	2%	Health & Human Services
Immigration	2	2%	Demographics
College Readiness	2	2%	Education
Medical Marijuana	2	2%	Health & Human Services
Environmental Education	2	2%	Energy & Environment
Credit Rating	2	2%	Budgets & Management
Open Data	2	2%	Government Data & Technology
311	2	2%	Government Data & Technology
Disability Services	2	2%	Health & Human Services
Education and Classroom Technologies	2	2%	Education
Wages and Minimum Wage	2	2%	Economic Development
Community Schools	1	1%	Education
Access to Healthcare	1	1%	Health & Human Services
Gangs	1	1%	Public Safety
Short-term Rentals	1	1%	Housing
TIF	1	1%	Economic Development
HIV, AIDS, and STIs	1	1%	Health & Human Services
Children's Savings Accounts	1	1%	Education
GIS and Mapping	1	1%	Government Data & Technology
Non-owned Source Revenues	1	1%	Budgets & Management
Sick and Family Leave	1	1%	Health & Human Services
Gas Infrastructure	1	1%	Infrastructure
Drug Offences	0	0%	Public Safety
Surplus	0	0%	Budgets & Management
Gerrymandering	0	0%	Demographics
Refugees	0	0%	Demographics
Sexual Harassment	0	0%	Demographics

Coverage by Subtopics

Subtopic	Number of Speeches	Percentage	Major Topic
Deregulation	0	0%	Economic Development
Economic Transformation	0	0%	Economic Development
Trade and FDI	0	0%	Economic Development
Charter Schools	0	0%	Education
Gas Utilities	0	0%	Energy & Environment
Noise	0	0%	Energy & Environment
Cybersecurity	0	0%	Government Data & Technology
Driverless Vehicle	0	0%	Government Data & Technology
Drones	0	0%	Government Data & Technology
Health Insurance	0	0%	Health & Human Services
Appraisals	0	0%	Housing
Delinquencies	0	0%	Housing
Foreclosures	0	0%	Housing
Veterans Homelessness	0	0%	Housing
Public Work Funding	0	0%	Infrastructure

Cities in 2020 Sample

City	Date of Speech	Mayor
Akron, OH	2/26/2020	Daniel Horrigan
Allentown, PA	1/31/2020	Ray O'Connell
Baton Rouge, LA	1/8/2020	Sharon Weston Broome
Beaverton, OR	1/9/2020	Denny Doyle
Bentonville, AR	1/29/2020	Stephanie Orman
Bessemer, AL	1/28/2020	Kenneth E. Gulley
Bethlehem, NY	1/22/2020	David VanLuven*
Biloxi, MS	1/30/2020	Andrew "Fo Fo" Gilich
Binghamton, NY	2/25/2020	Richard C. David
Bloomington, IN	2/20/2020	John Hamilton
Boones Mill, VA	2/25/2020	Ben Flora
Boston, MA	1/7/2020	Marty Walsh
Boulder, CO	2/18/2020	Sam Weaver
Buffalo, NY	2/20/2020	Byron W. Brown
Burlington, VT	4/6/2020	Miro Weinberger
Carson City, NV	1/24/2020	Bob Crowell
Cary, NC	1/22/2020	Harold Weinbrecht
Chandler, AZ	2/20/2020	Kevin Hartke
Charleston, SC	1/28/2020	John Tecklenburg
Charleston, WV	1/6/2020	Amy Shuler Goodwin
Chesapeake, VA	2/28/2020	Richard West
Clarksville, TN	1/14/2020	Joe Pitts
Coburg, OR	1/14/2020	Ray Smith
Columbia, SC	1/29/2020	Stephen K. Benjamin
Columbus, OH	2/13/2020	Andrew J. Ginther
Dayton, OH	2/19/2020	Nan Whaley
Destin, FL	2/18/2020	Gary Jarvis
Detroit Lakes, MN	1/14/2020	Matt Brenk
Durham, NC	3/2/2020	Steve Schewel
Eagle, ID	2/20/2020	Jason Pierce
Elizabeth, NJ	1/16/2020	J. Christian Bollwage
Eugene, OR	1/8/2020	Lucy Vinis
Everett, WA	1/16/2020	Cassie Franklin
Fargo, ND	1/16/2020	Tim Mahoney
Fayetteville, GA	2/20/2020	Ed Johnson
Fitchburg, MA	2/5/2020	Stephen L. DiNatale
Fort Wayne, IN	2/12/2020	Tom Henry
Frederick, MD	2/24/2020	Michael O'Connor

City	Date of Speech	Mayor
Fredericktown, OH	2/4/2020	Jerry Day
Garden Grove, CA	1/29/2020	Steve R. Jones
Glendale, AZ	2/27/2020	Jerry P. Weiers
Grand Forks, ND	2/21/2020	Michael R. Brown
Grandview, MO	1/23/2020	Leonard D. Jones, Jr.
Greenwood, IN	2/3/2020	Mark W. Myers
Hartford, CT	3/9/2020	Luke Bronin
Helena, MT	1/27/2020	Wilmot J. Collins
Henderson, NV	2/13/2020	Debra March
Hoboken, NJ	1/27/2020	Ravi S. Bhalla
Huntington, WV	2/14/2020	Stephen T. Williams
Idaho Falls, ID	1/9/2020	Rebecca L. Noah Casper
Imperial Beach, CA	1/30/2020	Serge Dedina
Independence, OR	2/13/2020	John McArdle
Irvine, CA	2/25/2020	Christina L. Shea
Jamestown, NY	1/27/2020	Edward A. Sundquist
Kansas City, MO	2/12/2020	Quinton Lucas
Kettering, OH	1/28/2020	Don Patterson
Kingston, NY	1/1/2020	Steve Noble
Kirkland, WA	2/13/2020	Penny Sweet
La Vergne, TN	2/27/2020	Jason Cole
Lakewood, CA	1/22/2020	Todd Rogers
Lansing, MI	2/5/2020	Andy Schor
Las Cruces, NM	2/19/2020	Ken Miyagishima
Lenexa, KS	2/19/2020	Michael Boehm
Lexington, KY	1/21/2020	Linda Gorton
Little Rock, AR	1/30/2020	Frank D. Scott Jr.
Londonderry, NH	2/13/2020	Kevin H. Smith*
Long Beach, CA	1/14/2020	Robert Garcia
Louisville, KY	2/6/2020	Greg Fischer
Lowell, AR	2/18/2020	Chris Moore
Lubbock, TX	1/21/2020	Daniel Manning Pope
Lula, GA	1/23/2020	Jim Grier
Marysville, OH	3/19/2020	Terry Emery*
Manchester, NH	3/11/2020	Joyce Craig
Merced, CA	2/7/2020	Mike Murphy
Mesquite, TX	1/30/2020	Bruce Archer
Milwaukee, WI	2/10/2020	Tom Barrett

Cities in 2020 Sample

City	Date of Speech	Mayor
Monrovia, CA	1/29/2020	Tom Adams
Montevallo, AL	1/22/2020	Hollie C. Cost
Nappanee, IN	1/21/2020	Phil Jenkins
Nashua, NH	2/18/2020	Jim Donchess
New Haven, CT	2/3/2020	Justin Elicker
New York, NY	2/5/2020	Bill de Blasio
Newburyport, MA	2/6/2020	Donna D. Holaday
Newton, MA	1/21/2020	Ruthanne Fuller
North Hempstead, NY	1/31/2020	Judi Bosworth*
North Port, FL	1/22/2020	Peter D. Lear*
North Ridgeville, OH	1/10/2020	Kevin Corcoran
Norwich, CT	1/6/2020	Peter A Nystrom
Olean, NY	1/2/2020	William J. Aiello
Omaha, NE	2/28/2020	Jean Stothert
Pasadena, CA	1/16/2020	Terry Tornek
Pocatello, ID	1/2/2020	Brian Blad
Port Jervis, NY	1/29/2020	Kelly Decker
Providence, RI	2/10/2020	Jorge O. Elorza
Purcellville, VA	2/10/2020	Kwasi Fraser
Queen Creek, AZ	2/11/2020	Gail Barney
Richmond, VA	1/28/2020	Levar Stoney
Riverside, CA	1/30/2020	Rusty Bailey
Roseville, MN	2/26/2020	Dan Roe
Rogers, AR	2/25/2020	Greg Hines
Rye, NY	1/22/2020	Josh Cohn
Saginaw, MI	2/6/2020	Floyd Kloc
Salem, MA	1/9/2020	Kimberly Driscoll
Salem, OR	2/12/2020	Chuck Bennett
Salt Lake City, UT	3/2/2020	Erin J. Mendenhall
San Diego, CA	1/16/2020	Kevin L. Faulconer
San Marcos, CA	2/18/2020	Rebecca Jones
Santa Monica, CA	2/12/2020	Kevin McKeown
Saratoga Springs, NY	1/28/2020	Meg Kelly
Seattle, WA	2/18/2020	Jenny A. Durkan
Shawnee, KS	2/17/2020	Michelle Distler
Springdale, AR	2/25/2020	Doug Sprouse
Staunton, VA	2/13/2020	Carolyn W. Dull
Summit, NJ	1/2/2020	Nora Radest

City	Date of Speech	Mayor
Sunny Isles Beach, FL	1/16/2020	George "Bud" Scholl
Syracuse, NY	1/16/2020	Ben Walsh
Telluride, CO	1/7/2020	DeLanie Young
Temple City, CA	2/25/2020	Tom Chavez
Tonawanda, NY	2/7/2020	Rick Davis
Troy, NY	2/5/2020	Patrick Madden
Turlock, CA	2/24/2020	Amy Bublak
University Heights, OH	2/11/2020	Michael Dylan Brennan
Virginia Beach, VA	3/11/2020	Robert M. "Bobby" Dyer
Vista, CA	1/27/2020	Judy Ritter
Wake Forest, NC	2/17/2020	Vivian A. Jones
Warsaw, IN	3/12/2020	Joseph Thallemer
Washington, IN	2/24/2020	David Rhoads
West Palm Beach, FL	1/21/2020	Keith James
Westfield, NJ	1/7/2020	Shelley Brindle
Wheeling, IL	2/25/2020	Patrick Horcher*
Wilmington, DE	3/26/2020	Michael S. Purzycki

*Denotes Town/City Manager, Town Supervisor or Village President

Endnotes

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