

**AGENDA – CITY OF MINNEOTA**  
**Regular Council Meeting**  
**Monday, November 4, 2024 – 6:30 p.m.**

**\*Pledge of Allegiance**

- 1)** Call to Order
- 2)** Call for Agenda Additions
- 3)** Adopt Agenda
- 4)** Approve Minutes                      Regular Meeting 14 Oct 2024
- 5)** Reports and Updates
  - a) Police Report
  - b) City of Minneota CDs & Bank Accounts
  - c) YTD Budget
  - d) Administrator Report
- 6)** Approve Disbursements
  - a) Check Register Summary
  - b) Payroll Register Summary
- 7)** Concerned Citizens
  - a) Lyon County Cannabis Brief, John Biren (Planning and Zoning Administrator)
  - b) Library Funds Request
- 8)** East Lyon Street Project
  - a) Final report from Mike Bulbany for GO Bond Sale (info only)
- 9)** 2025 Preliminary Budget
  - a) ~~Resolution 24-13 Proposed Levy~~
- 10)** For Approvals
  - a) Building Permits: Jacobson, Smeby
  - b) Library Hire (pending approval): Dybsetter
  - c) Fire Donation: Larry Winter

**Adjournment**

# MINUTES OF THE MINNEOTA CITY COUNCIL MEETING

PURSUANT TO CALL AND DUE NOTICE THEREOF, THE CITY COUNCIL OF THE CITY OF MINNEOTA, COUNTY OF LYON, STATE OF MINNESOTA, MET IN REGULAR SESSION IN THE CITY COUNCIL CHAMBERS ON MONDAY, OCTOBER 14, 2024, AT 6:30 P.M.

**COUNCIL PRESENT:** Mayor John Rolbiecki  
Council Member Travis Gillund  
Council Member Nancy Reisdorfer  
Council Member Amber Rodas

**STAFF PRESENT:** Robert Vidoloff

**OTHERS PRESENT:** Mike Bubany, Scott Josephson, Roberta Josephson, John Engels, Katie Boettger

## **ITEM 1: CALL TO ORDER**

Mayor Rolbiecki called the regular monthly meeting to order @ 630 PM.

## **ITEM 2: CALL FOR AGENDA ADDITIONS**

The City Administrator asked that the following item be added: Extra Check Register

## **ITEM 3: ADOPT AGENDA**

Gillund motioned, seconded by Reisdorfer to adopt the agenda with the addition as listed above.  
MOTION PASSED UNANIMOUSLY

## **ITEM 4: MEETING MINUTES**

The Council reviewed the prior month Council meeting minutes. Reisdorfer motioned, seconded by Rodas to approve the September Council meeting minutes and special meeting minutes of 31 Sept.  
MOTION PASSED UNANIMOUSLY

## **ITEM 5: REPORTS & UPDATES**

The Council reviewed the following reports: (5a) – Police report as submitted by Chief Bolt; (5b) - the current Financial Report as submitted by City Administrator; (5c) – Y-T-D Budget. There was discussion of Highway 68 not being approved for closure for 2025 Bug Days by MNDOT. Scott Josephson, Bug Days Chairman was in attendance and assured the council that working with Rep. Chris Swedzinski, he was confident they would be able to still get Highway 68 closed for Bug Days 2025.

## **ITEM 6: EXPENSES & DISBURSEMENTS**

Reisdorfer motioned, seconded by Gillund to approve the payment the check register summary, approve the payroll register, and additional check register. MOTION PASSED UNANIMOUSLY

## **ITEM 7: CONCERNED CITIZENS**

There was discussion about the tree removal for the E. Lyon Street project. Resident Scott Josephson challenged engineer assessments that trees must be cut down. Mr. Josephson wants to keep the trees in front of his house, which may require re-piping of the sewer and or water to his residence at his cost. In an effort to ensure that all residents affected by the project are aware of the effort, City Administrator published a letter to the residents on Lyon street about tree removals.

(copy of letter at <https://minneota.com/TREE%20LETTER%20TO%20RESIDENTS.pdf>)

## **ITEM 8: E. LYON STREET PROJECT**

The Council was briefed by Mike Bubany, Financial Advisor, David Drown Associates that the negotiations for sale of the public bonds went very well and that the City should see the monies to begin the sewer project no later than November. The council reviewed RESOLUTION 24-17 which directs the issuance and sale of the

\$890,000 General Obligation Improvement Bonds . Gillund motioned, seconded by Rodas to approve the bond as presented. MOTION PASSED UNANIMOUSLY

**ITEM 9: PRELIMINARY 2025 BUDGET APPROVAL**

The preliminary 2025 budget version two, was reviewed and discussed by the council and staff. City council directed to add back in Seal Coating to the street department. Estimated tax levy would put the 2025 budget at 3.5%

**ITEM 10: APPROVE BUILDING PERMITS**

Rodas motioned and Reisdorfer seconded approval for the building permits of Cormier, Lotten, Lozinski, the VFW Gambling Raffle and the Fire Department application for Myhre. The building permit for Gillund was deferred because the land was not sold to Jamie Gillund. Resolution 24-18 was motioned by Reisdorfer and seconded by Rodas to approve sale of two lots for the Gillund Daycare project to the Economic Development Authority. Travis Gillund abstained from the vote. MOTION PASSED UNANIMOUSLY.

**ITEM 11: ADJOURNMENT**

Gillund motioned, seconded by Rodas to adjourn the meeting at 8:45 p.m. MOTION PASSED UNANIMOUSLY

*The next regular Council Meeting is scheduled for November 4, 2024 @ 6:30 p.m.*

ATTEST:

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Robert Vidoloff, City Administrator

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John Rolbiecki, Mayor

Council approved November 4, 2024



# MINNEOTA POLICE DEPARTMENT

129 East First Street  
PO Box 307  
Minneota, MN 56264

**Police Chief Bill Bolt**

507-872-6185 Office

/

507-360-7864 Cell

/

507-872-9917 Fax

November 1<sup>st</sup>, 2024

Reference: City Council Report from the Minneota Police Department (October 4<sup>th</sup> – November 1<sup>st</sup> 2024)

To: City Administrator Vidoloff

## State of Community

- Minneota is doing well but people are showing signs of stress. There are reports of illness and sinus issues believed to be caused by the dust from the harvest and wind. Political tension continues to rise as we move closer to the election. The Lyon Street project has resulted in much debate and concern regarding trees.

## Property taxes – update

- Lyon County has yet to move forward with eviction papers for the 603 N. Madison Street property.

## Daycare – traffic-related concerns

- Speaking strictly from a traffic safety perspective – I do not believe that a new daycare on N. Monroe Street would increase traffic to the point that it would negatively impact traffic safety. As I have suggested in the past to the Lyon County Engineer, I would like to see the 30 mph sign moved north to the intersection of Golf Course Road and N. Monroe Street. This would allow more time for drivers to “coast” into town and be at or below 30 mph by the time they reach the residential/school area. This idea recognizes common driving behavior and practice.
- I spoke with the daycare owners who said they anticipate their traffic flow to be busiest from 6:45 am to 7:45 am and again from 4:30 pm to 5:30 pm. Based upon my 10 years of policing experience in Minneota I anticipate minimal traffic problems in the morning caused by the additional traffic to the daycare during the school year. Evening hours would have little to no impact on traffic flow and the same for the summer months when school is not in session.



## **Fatal motor vehicle incident in Minneota**

- Tragically a member of our community was killed while driving his tractor home from a school event on October 7th. I have since spoken with First Responder Director Emily Coequyt, Assistant Fire Chief Brad Minnehan, Lyon County Deputy Thompson, and the family of the deceased who all received/shared positive comments on how we responded to this incident.

## **Halloween – Walking path**

- This event was very well received and executed. My part was assisting with traffic control for those who were getting on the bus after walking through the event. I heard lots of positive reviews and laughter coming from the kids and adults exiting the path. I suspect their success will result in the event being repeated in the future.

## **Ongoing review of city ordinances and how they impact residents - U-turn –**

- Our city ordinance prohibits U-turns in the business district making it more restrictive than Minnesota State statute 169.19. I see many people making U-turns in the business district to park and access local businesses. I have never had a motor vehicle collision involving a U-turn in Minneota. I ask that you remove Minneota City Ordinance 70.06 U-turns Restricted and rely on Minnesota State Statute 169.19 Sub 2 U-turn.

## **Minnesota statute 169.19 Subd. 2. U-turn**

No vehicle shall be turned to proceed in the opposite direction upon any curve, or upon the approach to or near the crest of a grade, where the vehicle cannot be seen by the driver of any other vehicle approaching from either direction within 1,000 feet, nor shall the driver of a vehicle turn the vehicle to proceed in the opposite direction unless the movement can be made safely and without interfering with other traffic. When necessary to accommodate vehicle configuration on a roadway with two or more lanes in the same direction, a driver may turn the vehicle into the farthest lane and temporarily use the shoulder to make a U-turn.

## **§ 70.06 U-TURNS RESTRICTED.**

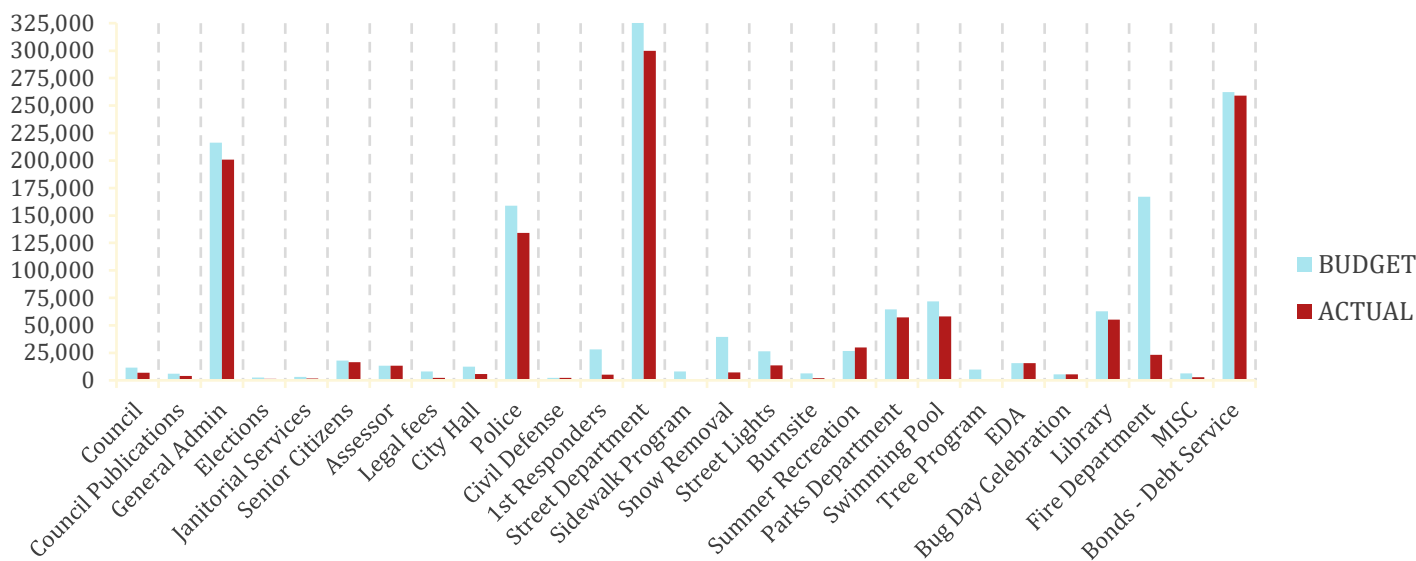
No person shall turn a vehicle so as to reverse its direction on any street in the business district or at any intersection where traffic is regulated by a traffic control signal.  
Penalty, see § 10.99

**Chief Bill Bolt**

## City of Minneota - Expense Budget

4-Nov-24

## OPERATING BUDGET



| STATUS | DEPARTMENT            | BUDGET           | ACTUAL           | UNALLOCATED    | REMAINING  |
|--------|-----------------------|------------------|------------------|----------------|------------|
| ▲\$    | Council               | 11,587           | 6,789            | 4,798          | 41%        |
| ▲\$    | Council Publications  | 5,917            | 3,918            | 1,999          | 34%        |
| ▲\$    | General Admin         | 216,328          | 200,767          | 15,561         | 7%         |
| ▲\$    | Elections             | 2,575            | 1,275            | 1,300          | 50%        |
| ▲\$    | Janitorial Services   | 3,000            | 1,544            | 1,456          | 49%        |
| ▲\$    | Senior Citizens       | 17,968           | 16,624           | 1,344          | 7%         |
| ■\$    | Assessor              | 13,400           | 13,400           | 0              | 0%         |
| ▲\$    | Legal fees            | 8,000            | 2,157            | 5,843          | 73%        |
| ▲\$    | City Hall             | 12,448           | 5,651            | 6,797          | 55%        |
| ▲\$    | Police                | 158,857          | 134,086          | 24,771         | 16%        |
| ▼\$    | Civil Defense         | 2,225            | 2,238            | -13            | -1%        |
| ▲\$    | 1st Responders        | 28,248           | 5,172            | 23,076         | 82%        |
| ▲\$    | Street Department     | 346,668          | 299,775          | 46,893         | 14%        |
| ▲\$    | Sidewalk Program      | 8,000            | 0                | 8,000          | 100%       |
| ▲\$    | Snow Removal          | 39,530           | 7,083            | 32,447         | 82%        |
| ▲\$    | Street Lights         | 26,500           | 13,532           | 12,968         | 49%        |
| ▲\$    | Burnsise              | 6,237            | 2,073            | 4,164          | 67%        |
| ▼\$    | Summer Recreation     | 26,630           | 29,888           | -3,258         | -12%       |
| ▲\$    | Parks Department      | 64,552           | 57,276           | 7,276          | 11%        |
| ▲\$    | Swimming Pool         | 71,897           | 58,094           | 13,803         | 19%        |
| ▲\$    | Tree Program          | 9,830            | 917              | 8,913          | 91%        |
| ■\$    | EDA                   | 15,724           | 15,724           | 0              | 0%         |
| ■\$    | Bug Day Celebration   | 5,500            | 5,500            | 0              | 0%         |
| ▲\$    | Library               | 62,775           | 55,330           | 7,445          | 12%        |
| ▲\$    | Fire Department       | 167,116          | 23,135           | 143,981        | 86%        |
| ▲\$    | MISC                  | 6,454            | 2,851            | 3,603          | 56%        |
| ▲\$    | Bonds - Debt Service  | 262,334          | 259,136          | 3,198          | 1%         |
|        | <b>Total Expenses</b> | <b>1,600,300</b> | <b>1,223,935</b> | <b>376,365</b> | <b>24%</b> |



# *City of Minnesota*

*an equal opportunity employer*

30 OCT 2024

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TO: CITY COUNCIL

FROM: CITY ADMINISTRATOR, ROBERT VIDOLOFF

SUBJECT: --- UPDATES AS FOLLOWS ---

**1). AD HOC EFFORTS:**

A). ONE STREET LIGHT WAS ADDED BEHIND ACE HARDWARE AT REQUEST OF BUG DAYS COMMITTEE AND ONE STREET LIGHT AT CORNER OF FEDERAL AND GRANT AT THE REQUEST OF NANCY BUYSEE (\$9.39 PER LIGHT MONTHLY, TOTAL ANNUAL COST OF \$225.36).

B). WE WILL CONTRACT WITH DSI FROM IVANHOE (KRISTI JOHNSON) TO MANAGE OUR HOME LOAN REHAB PAYMENTS ON A MONTH TO MONTH BASIS. SETUP COST IS \$350 AND MONTHLY FEE IS \$150 A MONTH PAYABLE BY THE REHAB FUND ACCOUNT. PROCEEDS FROM THIS ACCOUNT GO BACK TO FUND MORE REHAB PROJECTS. THE CITY CURRENTLY HAD 31 ACTIVE LOANS TOTALING OVER \$130,000. ONE ACCOUNT IS DELINQUENT BY \$21,000 HAS NOT MADE ONE PAYMENT. CONTRACT SERVICE BEGINS 1 DEC. ONE NEW APPLICATION HAS BEEN PUT UNDER CONTRACT FOR CY 25.

**3). PRIORITY PROJECTS:**

A). E. LYON STREET PROJECT: TREE REMOVAL AND HYDRANT REPLACEMENT IN PREP FOR E. LYON STREET PROJECT IS COMPLETE; THE FORCE MAIN UPGRADE NEAR THE SCHOOL SHOULD BE COMPLETED IN THE NEXT BUSINESS WEEK. TIM, TONY AND TRENT DID A GREAT JOB ASSISTING DUININCK AND DGR ENGINEERS WITH THIS EFFORT.

B). DAYCARE: THE DEED GRANT WAS SUBMITTED ON 29 OCT TO THE STATE OF MINNESOTA. NOTIFICATION OF AWARD OR DENIAL WILL BE NO LATER THAN 1 DEC 2024. THE NEXT EDA MEETING WILL FORMALLY 'SELL' THE 2X LOTS TO GILLUND WITH STIPULATIONS THAT REVERTS TO CITY CONTROL IF THE EFFORT IS NOT SUCCESSFUL

C). SAFE ROUTES TO SCHOOL: THE CITY WILL SUBMIT A GRANT IN JAN 2025 TO REQUEST A COMPREHENSIVE PLAN TO LOOK AT SIDEWALKS, ROUTES AND TRAFFIC

D). BUSINESS OUTREACH: TOURED CLARKFIELD OUTDOORS PRODUCTION PLANT (SCHOTTS) AND WAS IMPRESSED BY THE ADOM EFFORTS TO RECRUIT THIS BUSINESS TO MINNEOTA. MY INTENT IS TO PURCHASE A ONE TIME, HIGH VIS COOL WEATHER JACKET FOR OUR OUTDOOR PERSONNEL, AND ONE JACKET FOR INDOOR PERSONNEL (POLICE IS EXEMPT DUE TO UNIFORM STIPEND). THIS WILL SUPPORT CLARKFIELD AND INCREASE EMPLOYEE MORALE

E). TECH INTEGRATION INTO LOCAL GOVERNMENT: MET WITH DAWN VAN KEULEN TO REFORMAT ELEMENTS OF CITY WEBPAGE. DEVELOPED 'SPLASH PAGE' INTRO AND DEDICATED COUNCIL AND CITY STAFF PAGE. CITY CLERK CHESNEY DESIGNED A LOGO FOR THE CITY ON THE WEBSITE.

FUTURES: AUTOMATING WATER / SEWER PAYMENTS AND BILLING; PROGRAMABLE THERMOSTAT FOR CITY OFFICES, CABLE ACCESS / LIVE STREAM OF COUNCIL MEETINGS

#### 4). **OTHER ENGAGEMENTS**

A). ATTENDED LYON COUNTY LAND USE PLAN 'TOWN HALL' HOSTED BY CHRIS WEBB FROM SOUTHWEST REGIONAL DEVELOPMENT COMMISSION. I BRIEFED 2X COUNTY COMMISSIONERS ON THE DAYCARE PROJECT, THE DESIRE TO HAVE A COUNTY ROAD 10 BYPASS AND EMPHASIZED THAT THE CITY AND SCHOOL WILL BE ASKING FOR GRANT MONEY TO DEVELOP A 'SAFE ROUTES TO SCHOOL' PLAN IN CY 2025.

B). I SPOKE TO THE COUNTY ATTORNEY REGARDING THE RESIDENCE TAX FORFEITURE CASE. I VOICED THE REQUEST FOR UNDERSTANDING TIMELINES OF WHEN THE CASE WILL BE PROCESSED TO EVICTION COURT. I DID NOT RECEIVE SATISFACTORY ANSWERS ON TIMETABLES OR REASONABLE ASSURANCE THAT THE CASE WAS BEING ADDRESSED IN A TIMELY MANNER. I WILL PURSUE OTHER AVENUES OF INFLUENCE.

C). MET WITH TERRY EAST, CITY ADMINISTRATOR FROM TYLER. CITY OF TYLER RUNS ELECTRICAL BILLING AND PIPED NATURAL GAS FOR THE CITY. REVENUES FROM THESE UTILITIES PUTS TYLER BUDGET AT EST. \$6M ANNUALLY.

--- UPDATE ENDS ---

THIS UPDATE IS INTENDED TO INFORM THE COUNCIL ON EFFORTS OF THE CITY STAFF AND WILL BE DRAFTED ON AN AS NEEDED BASIS

I AM AVAILABLE FOR DISCUSSION OR FOLLOW UP QUESTIONS.

ROBERT VIDOLOFF  
CITY ADMINISTRATOR, MINNEOTA

# 11-04-2024 -- City of Minneota Bills Register

| INV Date | Invoice #      | Vendor                              | Amount    | Explanation  |
|----------|----------------|-------------------------------------|-----------|--|
| 09-30-24 | 09.30.2024     | AgPlus Cooperative                  | 160.80    | CITY HALL - Fuel Oil                               |
| 09-30-24 | 09.30.2024     | AgPlus Cooperative                  | 181.34    | POLCE - Gas & Oil                                  |
| 09-30-24 | 09.30.2024     | AgPlus Cooperative                  | 329.91    | STREETS - Gas & Oil                                |
| 09-30-24 | 09.30.2024     | AgPlus Cooperative                  | 377.15    | SHOP - Propane                                     |
| 09-30-24 | 09.30.2024     | AgPlus Cooperative                  | 184.50    | STREETS - Repairs/Maintenance                      |
| 09-30-24 | 09.30.2024     | AgPlus Cooperative                  | 319.50    | PARKS - Gas & Oil                                  |
| 09-30-24 | 09.30.2024     | AgPlus Cooperative                  | 263.31    | FIRE - Gas & Oil                                   |
| 09-30-24 | 09.30.2024     | AgPlus Cooperative                  | 398.90    | FIRE - Propane                                     |
| 09-30-24 | 09.30.2024     | AgPlus Cooperative                  | 198.36    | SEWER - Gas & Oil                                  |
| 10-18-24 | 10.18.2024     | American Waterworks                 | 2,476.93  | STREETS - Mud Jacking                              |
| 09-30-24 | 0010416266     | American Welding & Gas, Inc.        | 82.70     | STREETS - Welding Supplies                         |
| 10-07-24 | 10.07.2024     | Anthony Opdahl                      | 168.62    | STREETS - 2000 Chevy Repair                        |
| 09-29-24 | 1469270        | Anthony Opdahl                      | 150.49    | PARKS - Boot Reimbursement                         |
| 09-30-24 | 2038592556     | Baker & Taylor                      | 101.09    | LIBRARY - Book Purchase                            |
| 10-01-24 | 10.01.2024     | Canby News                          | 50.00     | LIBRARY - Canby News Subscription                  |
| 10-14-24 | 10.14.2024     | Chesney Guetter                     | 16.35     | ELECTIONS - Mileage                                |
| 10-28-24 | 10501713       | Cole Papers, Inc.                   | 259.54    | SHOP - Paper Towels & Toilet Paper                 |
| 10-28-24 | 10501713       | Cole Papers, Inc.                   | 51.43     | SEWER - Testing Gloves                             |
| 10-09-24 | 297519         | Computer Man                        | 792.00    | GEN ADMIN - Microsoft 365 Premium                  |
| 10-09-24 | 297519         | Computer Man                        | 264.00    | POLICE - Microsoft 365 Premium                     |
| 10-09-24 | 297519         | Computer Man                        | 420.00    | FIRE - Microsoft 365 Premium                       |
| 10-08-24 | S104131667.001 | Dakota Supply Group                 | 101.68    | WATER - Transition Gasket                          |
| 10-17-24 | 00271644       | Dewild Grant Reckert & Assoc. (DGR) | 10,417.26 | SEWER - Phase 1 Street & Utility Improvements      |
| 10-25-24 | 293195356      | Diamond Vogel Paints                | 685.00    | STREETS - Paint                                    |
| 10-18-24 | 30640          | Flexible Pipe Tool Company          | 320.00    | SEWER - Jetter Hose Repair                         |
| 10-25-24 | 51324          | Heiman, Inc.                        | 4.00      | FIRST RESPONDERS - Annual Extinguisher Maintenance |
| 10-25-24 | 51324          | Heiman, Inc.                        | 85.00     | FIRE - Annual Extinguisher Maintenance             |
| 10-25-24 | 51325          | Heiman, Inc.                        | 12.00     | CITY HALL - Annual Extinguisher Maintenance        |
| 10-25-24 | 51325          | Heiman, Inc.                        | 51.00     | SENIOR CENTER - Annual Extinguisher Maintenance    |
| 10-25-24 | 51325          | Heiman, Inc.                        | 12.00     | POLICE - Annual Extinguisher Maintenance           |
| 10-25-24 | 51325          | Heiman, Inc.                        | 213.00    | STREETS - Annual Extinguisher Maintenance          |
| 10-25-24 | 51325          | Heiman, Inc.                        | 8.00      | POOL - Annual Extinguisher Maintenance             |
| 10-25-24 | 51325          | Heiman, Inc.                        | 4.00      | SUMMER REC - Annual Extinguisher Maintenance       |
| 10-25-24 | 51325          | Heiman, Inc.                        | 55.00     | LIBRARY - Annual Extinguisher Maintenance          |
| 10-18-24 | 1655446        | Madison National Life               | 24.60     | PREMIUM - Disability Insurance                     |
| 09-19-24 | 88327          | Minneota Mascot                     | 57.50     | LIBRARY - Dana Yost Ad                             |
| 10-15-24 | 1275883        | MVTL                                | 117.23    | SEWER - Testing                                    |
| 10-16-24 | 1078342-0      | Office Peeeps, Inc.                 | 26.40     | LIBRARY - Copier Maintenance Fee                   |
| 10-22-24 | 10.22.2024     | Olson Sanitation, Inc.              | 2,835.04  | GARBAGE - Tipping Fees                             |
| 10-22-24 | 10.22.2024     | Olson Sanitation, Inc.              | 6,302.15  | GARBAGE - Hauling Fees                             |
| 10-22-24 | 10.22.2024     | Petty Cash                          | 78.00     | POLICE - Car Wash                                  |
| 10-22-24 | 10.22.2024     | Petty Cash                          | 22.43     | GEN ADMIN - Postage                                |
| 10-22-24 | 10.22.2024     | Petty Cash                          | 2.50      | SEWER - Postage                                    |
| 10-22-24 | 10.22.2024     | Petty Cash                          | 0.90      | WATER - Postage                                    |
| 10-22-24 | 10.22.2024     | Petty Cash                          | 0.90      | GARBAGE - Postage                                  |
| 10-22-24 | 10.22.2024     | Petty Cash                          | 20.00     | GEN ADMIN - Notary Fee (Vidoloff)                  |
| 10-14-24 | IV26279        | Plum Creek Library System           | 125.00    | LIBRARY - Swank Movie License                      |
| 10-25-24 | NOV-2024       | Redwood Street Management           | 100.00    | POLICE - Garage Rent                               |
| 10-18-24 | 10.18.2024     | US Postal Service                   | 438.00    | GEN ADMIN - Postage Stamps                         |
| 10-18-24 | 10.18.2024     | US Postal Service                   | 73.00     | WATER - Postage Stamps                             |
| 10-18-24 | 10.18.2024     | US Postal Service                   | 73.00     | SEWER - Postage Stamps                             |
| 10-18-24 | 10.18.2024     | US Postal Service                   | 73.00     | GARBAGE - Postage Stamps                           |
| 10-15-24 | 0005381518     | USABLE Life                         | 33.10     | PREMIUM - Life Insurance                           |

**TOTAL DISBURSEMENTS = 29,617.61**

# City of Minneota - Payroll

CITY OF MINNEOTA

Report Writer - Check Register

Page: 1

Oct 30, 2024 2:56PM

**Report Criteria:**

Employee Transaction.Check issue date = 10/11/2024

Pay Code.Pay code = 80-85

| Name                 | Employee Number | Check Number | Pay Code | Amount     |
|----------------------|-----------------|--------------|----------|------------|
| BOLT, WILLIAM        | 200             | 2024101101   | 80       | 1,890.86-  |
| DEVLAEMINCK, TIMOTHY | 122             | 2024101102   | 80       | 2,103.01-  |
| GILLUND, TRAVIS      | 25              | 2024101103   | 80       | 301.36-    |
| GUETTER, CHESNEY     | 159             | 2024101104   | 80       | 1,339.66-  |
| HENNEN, TRENT        | 130             | 2024101105   | 80       | 1,785.91-  |
| NOMELAND, ELANA      | 82              | 2024101106   | 80       | 22.76-     |
| OBE, MARGE           | 19              | 2024101107   | 80       | 230.99-    |
| OPDAHL, ANTHONY H.   | 145             | 2024101108   | 80       | 1,498.68-  |
| PERRIZO, GAIL B      | 18              | 2024101109   | 80       | 625.98-    |
| RODAS, AMBER         | 22              | 2024101110   | 80       | 301.36-    |
| ROLBIECKI, JOHN      | 24              | 2024101111   | 80       | 401.81-    |
| TEIGLAND, SHIRLEY A  | 150             | 2024101112   | 80       | 1,716.68-  |
| VIDOLOFF, ROBERT     | 1000            | 2024101113   | 80       | 2,521.56-  |
| Total 80:            |                 |              |          | 14,740.62- |
| KOPPIEN, TIMOTHY     | 118             | 57653        | 85       | 336.30-    |
| REISDORFER, NANCY    | 20              | 57654        | 85       | 318.83-    |
| Total 85:            |                 |              |          | 655.13-    |
| Grand Totals:        |                 |              |          | 15,395.75- |

CITY OF MINNEOTA

Report Writer - Check Register

Page: 1

Oct 30, 2024 2:57PM

**Report Criteria:**

Employee Transaction.Check issue date = 10/25/2024

Pay Code.Pay code = 80-85

| Name                 | Employee Number | Check Number | Pay Code | Amount     |
|----------------------|-----------------|--------------|----------|------------|
| BOLT, WILLIAM        | 200             | 2024102501   | 80       | 1,890.86-  |
| DEVLAEMINCK, TIMOTHY | 122             | 2024102502   | 80       | 1,977.88-  |
| GUETTER, CHESNEY     | 159             | 2024102503   | 80       | 1,339.66-  |
| HENNEN, TRENT        | 130             | 2024102504   | 80       | 2,009.85-  |
| OBE, MARGE           | 19              | 2024102505   | 80       | 156.65-    |
| OPDAHL, ANTHONY H.   | 145             | 2024102506   | 80       | 1,660.48-  |
| PERRIZO, GAIL B      | 18              | 2024102507   | 80       | 727.38-    |
| TEIGLAND, SHIRLEY A  | 150             | 2024102508   | 80       | 2,370.34-  |
| VIDOLOFF, ROBERT     | 1000            | 2024102509   | 80       | 2,521.56-  |
| Total 80:            |                 |              |          | 14,654.66- |
| Grand Totals:        |                 |              |          | 14,654.66- |

## City of Minneota

### Lynd

2024-29

## Resolution Delegating Registration and Land Use Zoning Responsibility for Cannabis Retailers

**Whereas**, the City of Minneota hereby acknowledges that pursuant to Minnesota Statutes Section 342.13, Lyon County has set a registration limit for initial licensed cannabis retailers, cannabis mezzobusinesses with a retail operations endorsement, and cannabis microbusinesses with a retail operations endorsement in the County.

**Whereas** the City of Minneota delegates its registration authority for these cannabis businesses to Lyon County effective immediately.

**Now Therefore, Be It Resolved** that the City of Minneota authorizes the delegation of registration for Cannabis Retailers to Lyon County.

Approved by the City of Minneota, Minnesota this \_\_\_\_ day of \_\_\_\_\_ 2024.

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Mayor:

Attested:

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City Clerk:

# Local Cannabis Regulation

## License Types

### Mezzobusinesses

- <10,000 pounds annually
- 3 retail locations
- 15,000 ft<sup>2</sup> indoor canopy
- vertically integrated license

### Microbusinesses

- <3,000 pounds annually
- 1 retail location
- 5,000 ft<sup>2</sup> indoor canopy
- vertically integrated license
- On-site consumption allowed

### Cultivator

- 1 location
- 30,000 ft<sup>2</sup> indoor canopy
- 2 acres outdoor

### Wholesale

- 1 location
- purchase from cultivator or manufacturing and sell to retail

### Manufacturer

- <20,000 pounds annually
- 1 location

### Transporter

- transports from one license type to another

### Delivery Service

- transportation to end consumer

### Retail

- 5 retail locations
- direct sales to consumers

### Testing Facility

- 1 testing location

### Event Organizer

- temporary license <4 days
- local government may approve onsite consumption

### Lower-Potency Hemp Edible Manufacturer

- 1 location
- convert hemp to lower-potency edibles

### Lower-Potency Hemp Edible Retailer

- 1 location

### Medical Cannabis Combination Business

- <50,000 pounds annually (2/3 must be used for medical market)
- 1 retail location per congressional district
- allows for multiple cultivation locations
- direct sales to consumers

## Zoning Considerations

- Odor
- Wastewater
- Solid Waste
- Security Requirements
- Lighting
- Ventilation
- Filtration
- Buffer Zones
- Energy Use
- Water Use
- Temporary Cannabis Events

## Resources

- Minnesota State Statute 342
- Office of Cannabis Management Guide for Local Governments
- Office of Cannabis Management First Draft Cannabis Rules
- Minnesota Public Health Law Center

## Local Government Control

- Required to allow one cannabis retailer per 12,500 residents in a city or county, can NOT ban cannabis businesses
- No additional restrictions may be placed on personal use or possession
- "Reasonable" distance restrictions can be placed around schools, daycares, parks
- Hours of operation can be restricted
- State law does NOT define how local governments should select businesses if there are multiple registrations
- Municipal dispensaries do NOT count towards minimum allowed retailers

Additional regulation and/or restriction may be considered for:

- public use of cannabis
- product potency
- flavored products
- advertising
- promotions/discounts







# LYON COUNTY PLANNING & ZONING SOIL & WATER CONSERVATION DISTRICT

1424 E College Drive  
Suite 600  
Marshall, Minnesota 56258

|  |   |   |  |  |   |
|--|---|---|--|--|---|
| <b>General Office</b><br>507-532-8207<br>Extension 3 | <b>John Biren</b><br>Planning & Zoning<br>Administrator<br>507-829-9812 | <b>Brock Boerboom</b><br>Conservation<br>Technician<br>507-829-9817 | <b>Blake Giles</b><br>Conservation<br>Technician<br>507-591-2002 | <b>Courtney Williams</b><br>Conservation<br>Technician<br>507-829-3254 | <b>Anita Cauwels</b><br>Administrative<br>Assistant |
|--|---|---|--|--|---|

October 11, 2024

City Officials,

Hello,

The Minnesota Legislature passed the adult-use cannabis bill this session, legalizing the use, possession and sale of cannabis in Minnesota. The business of retail sales, agricultural growing, and manufacturing of cannabis will likely become licensed by the State in early 2025.

The law provides some room for local regulations but does not allow a local government entity to simply ban cannabis products from its jurisdiction. Lyon County will be adopting an ordinance that prohibits the operation of cannabis businesses near schools, daycares, residential treatment facilities, and children's attractions within a public park. Hours of operation and limiting the number of cannabis business will be addressed as well.

Cities have the authority to adopt and implement zoning ordinances. If your City would like Lyon County to address the zoning of cannabis related businesses, it is advised the City act on the enclosed resolution and send it back to the county.

As with all county zoning issues, input from Cities is not only appreciated but will be used to develop the standards. Feel free to use email, write a letter, or call me to discuss any concerns or questions you may have. Otherwise send the attached resolution back as soon as it works for your City.

Thanks

Sincerely,

John Biren  
Lyon County Zoning Administrator  
(507) 829-9812  
johnbiren@co.lyon.mn.us

**COUNTY OF LYON**

**STATE OF MINNESOTA**

**ORDINANCE No.: 25**

**AN ORDINANCE OF LYON COUNTY TO REGULATE CANNABIS BUSINESSES**

|           |  |
|-----------|--|
| Section 1 | Administration   |
| Section 2 | Registration of Cannabis Business                          |
| Section 3 | Requirements for a Cannabis Business (Time, Place, Manner) |
| Section 4 | Temporary Cannabis Events                                  |
| Section 5 | Lower Potency Hemp Edibles                                 |

THE LYON COUNTY BOARD OF COMISSIONERS HEREBY ORDAINS AS FOLLOWS:

**SECTION 1. ADMINISTRATION**

***Findings and Purpose:***

Lyon County Board of Commissioners makes the following legislative findings. The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes Lyon County to protect the public health, safety, and welfare of Lyon County residents by regulating cannabis businesses within the legal boundaries of Lyon County. The Lyon County Board of Commissioners finds and concludes that the proposed provisions are appropriate and lawful land use regulations for Lyon County, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

**1.1 Authority & Jurisdiction**

Lyon County has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. §342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- b) Minn. Stat. §342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. §152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. §462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of Lyon County

*One or more cities in Lyon County have delegated cannabis retail registration authority to Lyon County. A list of cities which have delegated cannabis retail registration authority is contained in Attachment A.*

**1.2 Severability**

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

### 1.3 Enforcement

Lyon County is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

### 1.4 Definitions

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. §342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

1. *Cannabis Cultivation*: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
2. *Cannabis Retail Businesses*: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.
3. *Cannabis Retailer*: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
4. *Daycare*: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
5. *Lower-potency Hemp Edible*: As defined under Minn. Stat. §342.01 subd. 50.
6. *Office of Cannabis Management*: Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.
7. *Place of Public Accommodation*: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
8. *Preliminary License Approval*: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. §342.17.
9. *Public Place*: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
10. *Residential Treatment Facility*: As defined under Minn. Stat. §245.462 subd. 23

11. *Retail Registration*: An approved registration issued by Lyon County to a state- licensed cannabis retail business.
12. *School*: A public school as defined under Minn. Stat. §120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. § 120A.24.
13. *State License*: An approved license issued by the State of Minnesota’s Office of Cannabis Management to a cannabis retail business.

## Section 2. Registration of Cannabis Businesses

- 2.1 No individual or entity may operate a state-licensed cannabis retail business within Lyon County without first registering with Lyon County.

### 2.2 Compliance Checks Prior to Retail Registration

Prior to issuance of a cannabis retail business registration, Lyon County shall conduct a preliminary compliance check to ensure compliance with local ordinances. Pursuant to Minn. Stat. § 342.13 within 30 days of receiving a copy of a state license application from OCM, Lyon County shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

### 2.3 Registration & Application Procedure

Lyon County shall assess a registration fee as established in Lyon County’s fee schedule and in accordance with Minn. Stat. §342.11 and §342.22.

#### 2.3.1 Application Submittal.

Lyon County shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. §342.22.

- i. An applicant for a retail registration shall fill out an application form, as provided by Lyon County. Said form shall include, but is not limited to:

#### A.

- i. Full name of the property owner and applicant;

#### ii.

- ii. Address, email address, and telephone number of the applicant;

#### iii.

- iii. The address and parcel ID for the property which the retail registration is sought;

#### iv.

- iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. § 342.13.

#### v.

- v. B. The applicant shall include with the form:

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- i. A registration fee as required by the Lyon County fee schedule.
- ii. a copy of a valid state license or written notice of OCM license preapproval;
- iii. proof of identification which may be established only by one of the following:
  - a copy of a valid driver's license or identification card issued by Minnesota, another state, or a province of Canada, and including the photograph and date of both of the license person;
  - a valid military identification card issued by the United States Department of Defense;
  - a valid passport issued by the United States; or
  - in the case of a foreign national, by a valid passport.
- iv. evidence of adequate coverage by commercial liability insurance; which shall meet the following minimum limits of liability:
  - \$1 million each occurrence,
  - \$2 million general aggregate, and
  - \$2 million products and completed operations aggregate.

~~iv.C.~~ Once an application is considered complete, Lyon County shall inform the applicant as such, process the application fees, and approve or deny the application. The registration fee shall be non-refundable once processed.

### 2.3.2 Application Approval

- i. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.
- ii. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- iii. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

### 2.3.3 Annual Compliance Checks.

The Lyon County Sheriff's Office or designee shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. §342.22 Subd. 4(b) and Minn. Stat. §342.24.

### 2.3.4 Location Change

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of Lyon County.

## 2.4 Renewal of Registration

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Lyon County shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license subject to renewal fee as established in Lyon County's fee schedule. A cannabis retail registration issued under this ordinance shall not be transferred.

#### 2.5 Suspension of Registration

Lyon County may suspend a cannabis retail business's registration if it violates the ordinance of Lyon County or poses an immediate threat to the health or safety of the public. Lyon County shall immediately notify the cannabis retail business and OCM in writing the grounds for the suspension. OCM will provide Lyon County and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days. The business may not make sales to customers if their registration is suspended. Lyon County shall reinstate a registration if OCM determines that the violation(s) have been resolved. Lyon County shall reinstate a registration if it determines that the violations have been resolved and when OCM determines that the violation(s) have been resolved.

#### 2.6 Limiting of Registrations

Lyon County shall limit the number the cannabis retail registrations within its boundaries to one registration for every 12,500 residents within county and shall not register additional state-licensed cannabis retail businesses in excess of this number.

#### 2.7 *Civil Penalties.*

Subject to Minn. Stat. §342.22, subd. 5(e) Lyon County may a civil penalty of up to \$2,000, as specified in Lyon County's Fee Schedule, for each registration violations. Every day in which a violation occurs shall constitute a new offense.

### **SECTION 3. REQUIREMENTS FOR CANNABIS BUSINESSES**

3.1 A cannabis retailer shall be located at least one thousand (1,000) feet from any K-12 school and at least five hundred (500) feet from any daycare, residential treatment facility, or attraction within a public park that is regularly used by minors, including a playground athletic field, measured from the property line of the cannabis retailer to the property line of the attraction. However, pursuant to Minn. Stat. §462.357 subd. 1e, nothing in this subsection shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

#### 3.2 Zoning and Land Use

##### *3.2.1 Cultivation.*

Cannabis businesses licensed or endorsed for cultivation are permitted in zoning districts designated as Highway Commercial and other named Districts allowing retail business by permit, not to include Districts allowing residential uses.

##### *3.2.2 Cannabis Manufacturer.*

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted in the Districts designated as Highway Commercial and other named Districts allowing retail business by permit not to include Districts allowing residential uses.

#### *3.2.3 Hemp Manufacturer.*

Businesses licensed or endorsed for low-potency hemp edible manufacturers are permitted in districts designated as Highway Commercial and other named Districts allowing retail business by permit not to include Districts allowing residential uses.

#### *3.2.4 Wholesale.*

Cannabis businesses licensed or endorsed for wholesale are permitted in zoning districts designated as Highway Commercial and other named Districts allowing retail business by permit not to include Districts allowing residential uses.

#### *3.2.5 Cannabis Retail.*

Cannabis businesses licensed or endorsed for cannabis retail are permitted in districts designated as Highway Commercial and other named Districts allowing retail business by permit not to include Districts allowing residential uses.

#### *3.2.6 Cannabis Transportation.*

Cannabis businesses licensed or endorsed for transportation are permitted in Districts designated as Highway Commercial and other named Districts allowing retail business by permit not to include Districts allowing residential uses.

#### *3.2.7 Cannabis Delivery.*

Cannabis businesses licensed or endorsed for delivery are permitted as a land use permit in the following zoning districts that are designated as Highway Commercial, and other named Districts allowing retail business by permit not to include Districts allowing residential uses.

### **3.3 Hours of Operation**

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10 AM and 9 PM., seven days a week.

### **3.5 Prohibited Acts**

3.5.1 No person shall distribute samples of any licensed product free of charge or at a nominal cost. The distribution of cannabinoid products as a free donation is prohibited

3.5.2 No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this ordinance.

3.5.3 Individuals employed by a licensed retail establishment under this ordinance must be at least 21 years of age to sell licensed products.

3.5.4 No license shall be issued to a home business.

3.5.5 No sales of cannabinoid products or cannabinoid-related devices may be completed through self-checkout. A licensee or licensee's clerk must process each transaction at a point of sale.

3.5.6 No sales of cannabinoid products or cannabinoid-related devices may be completed via

a vending machine. A licensee of licensee's clerk must process each transaction at a point of sale.

**3.5.7 Original Packaging**

No person shall sell or offer to sell any licensed product that is not in the original packaging with labeling in compliance with labeling requirements.

**3.6 Advertising**

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by Lyon County's sign ordinance. Portable signs, temporary signs, backlit signs and freestanding signs are prohibited.

**3.7 Required Signage**

**3.7.1 License**

The license of the cannabinoid product sales establishment shall be displayed in an open and conspicuous place on the premises and shown to law enforcement officers upon request.

**3.7.2 Health Warning**

All retail cannabinoid product sales establishments shall post a statement that operating a motor vehicle under the influence of intoxicating cannabinoids is illegal. The notice shall be at least 8½ inch by 11 inch in size and displayed in an open and conspicuous place on the premises.

**3.7.3 Age Minimum**

All retail establishments shall post a notice prohibiting the entering of the store by persons under 21 years of age which notice shall be in plain view of the general public on the licensed public on the licensed premises. The notice shall be at least 8½ inch by 11 inch in size and displayed in an open and conspicuous place on the premises.

**Section 4. Temporary Cannabis Events.**

A license or permit is required to be issued and approved by Lyon County prior to holding a Temporary Cannabis Event. Temporary Cannabis events must comply with all buffer requirements set forth in Section 3 and are prohibited in residential districts.

- 4.1 Lyon County shall require an application for Temporary Cannabis Events which must be submitted with the application fee as set forth by the Lyon County fee schedule and a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2. The application shall include but is not limited to: the full name of the property owner and applicant; address, email address, and telephone number of the applicant; detailed plans for the event including but not limited to: duration, hours, number of expected attendees, plans for emergency operations, shelter in case of weather, plans for security, plans for verifying minors are not allowed to attend event, and proof of liability insurance and workers compensation insurance.
- 4.2 Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and issue an approval or denial. The application fee shall be non-refundable once processed.
- 4.3 Temporary cannabis events shall only be held between the hours of 10am and 9 pm.



- 4.4 On-site consumption of cannabis during a temporary cannabis event which occurs at a place of public accommodation is prohibited. Events shall only be held between the hours of 10 a.m. and 9 p.m.
- 4.5 Lyon County shall not register any temporary cannabis event which seeks to host a temporary cannabis event on any property owned or operated by Lyon County or by any city which has delegated registration of cannabis businesses and temporary cannabis businesses to Lyon County. This prohibition includes: any park, trail, public street, county highway, or any public sidewalk, or any building owned or operated by Lyon County or any of its subdivisions.

#### **SECTION 5: LOWER-POTENCY HEMP EDIBLES**

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

- 5.1 Low-Potency Edibles businesses are permitted in zoning districts designated as Highway Commercial and other named Districts allowing retail business by permit not to include Districts allowing residential uses.
- 5.2 The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store and in places that admit persons 21 years of age or older.
- 5.3 The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

Date of Effect

This Ordinance shall be in full force and effect from and after its passage, approval and publication, as provided by law.

Adopted:

Published:

Effective Date:

---

Gary Crowley, Chair Lyon County Board of Commissioners

ATTEST: \_\_\_\_\_

Loren Stomberg, Lyon County Administrator.

## **FUNDING REQUEST FOR BIG STORE/LIBRARY**

**More repointing is needed on the Big Store/Library building at a cost of \$54,676 (bid with normal wages).** A series of delays and skyrocketing prices during and after Covid created a much higher cost than original estimates that were used for the Library Construction Grant for work that was just completed. **Friends of the Library (FOL) and Society for the Preservation of Minneota's Heritage (SPMH) could contribute \$24,000 leaving a balance of \$30,676.**

### **REASONS TO CONTRACT WORK ASAP**

Higher construction costs in the future  
Normal wages OK without a grant  
Keep the building safe and protect interior

### **BACKGROUND**

SPMH bought the building for \$9,000 sometime in the 80s; then sold it to the City for \$1 to qualify for MNHS grants. Since then 2 new roofs have been installed (the last one in 2014), a new basement floor with drain field and sump pump completed, geothermal HVAC added, interior renovated for library services including restoration of original cashier's booth and wood floor, both original features, and partial exterior repointing completed.

### **FUNDING OVERVIEW**

**\$276,443** grants written by FOL and SPMH volunteers  
**\$232,903** matching funds from fundraisers by FOL and SPMH, donations, from individuals, businesses and organizations  
**\$8,483** contributed by City of Minneota

### **GRANT POSSIBILITIES**

MNHS-could take two years before bids; requires pre-application, application, may ask for another Conditions Assessment; requires prevailing state wages

Library Construction Grant-can't apply until 2027 and dependent upon legislative funding; requires prevailing state wages

**WE ARE REQUESTING WHATEVER YOU CAN CONTRIBUTE TO THE \$30,676 BALANCE**



# DDA

**David Drown Associates, Inc.**  
Public Finance Advisors

Spring Valley Office:  
29359 County 38  
Spring Valley, MN 55975  
Phone 507-346-7895 | Cell 507-273-2443  
Fax 612-605-2375  
[www.daviddrown.com](http://www.daviddrown.com)

October 28, 2024

## SUMMARY LETTER

City of Minneota  
Rob Vidoloff, City Administrator  
129 East 1<sup>st</sup> Street  
PO Box 307  
Minneota, MN 56264

**RE: \$890,000 General Obligation Improvement Bonds, Series 2024B**

Dear Mr. Vidoloff,

The purpose of this Summary Letter is to itemize the final proceeds from the sale of the above referenced bond issue, and to discuss the funds and accounts which must be established. This issue provided funds for the East Lyon street and utility reconstruction project.

### Proceeds of the Issue

These bonds were sold through a negotiated sale process and ultimately purchased by D.A. Davidson & Co. in Plymouth, MN, at a net interest rate of 4.38262%. On November 1, this bond sale will close, and funds will be transferred as follows:

|                              |               |
|------------------------------|---------------|
| Par Amount of Issue          | \$ 890,000.00 |
| Less Original Issue Discount | 11,608.60     |
| Less Underwriter's Discount  | 15,130.00     |
| Proceeds wired to City       | \$ 863,261.40 |

### Funds and Accounts

The sales resolution directs the City to create two accounts in the City's accounting software to be maintained separate from other funds.

#### Construction Account

The Construction Account is a short-term account used to fund the project and to pay all issuance costs associated with this transaction.

|  |                      |
|--|----------------------|
| Funds to Payment Account                 | <b>\$ 848,112.65</b> |
| Less Issuance Expenses invoiced to City: |                      |
| Fiscal Fee (DDA)                         | \$13,000.00          |
| Bond Counsel (Fryberger)                 | 7,500.00             |
| Pay Agent (Northland Trust Services)     | 750.00               |
| Printing & Miscellaneous                 | 1,650.00             |
|  | <u>(22,900.00)</u>   |
| Funds available for Project costs        | \$ 825,212.65        |

Any funds remaining in the Construction Account after all costs are paid must be transferred to the Debt Service Account.

#### Debt Service Account

The Debt Service Account is a long-term account established to pay principal and interest on the bonds for the life of the issue. Capitalized interest is initially allocated here. In the future, special assessment revenue and tax levies will be deposited here to cover bond payments.

Capitalized Interest

\$ 15,148.75

### Payment and Revenue Requirements

The first interest payment of \$26,784.38 will be due August 1, 2025. This will be covered, in part, by the capitalized interest noted above along with a scheduled tax levy to be collected next year. Principal payments will be made February 1 each year beginning February 1, 2027.

Northland Trust Servies, Inc. has been hired as Pay Agent / Registrar for this Issue. They will invoice the City prior to semi-annual payments. They charge an annual fee for this service, currently estimated at \$495 per year.

As noted, the Bonds are paid by taxes and special assessments. Tax levies commence with taxes payable in 2025. Special assessments will be certified in the Fall of 2025 with collection commencing in 2026.

### Continuing Disclosure LIMITED

A Continuing Disclosure Report must be filed each year for the life of this Issue to stay in compliance with SEC Rules & Regulations. The report must include certain reports required to be filed with the State along with the City's annual audit. In addition, if any of the 16 items listed in Section 4 of the Continuing Disclosure Undertaking occur, the City must report it immediately. DDA is available to assist you by filing these reports for a fee, or by assisting you in learning the process for filing these reports independently.

### Arbitrage & Rebate Compliance Duties

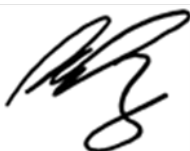
The IRS imposes specific requirements on issuers of tax-exempt bonds. Of particular importance (and complexity) are rules designed to limit arbitrage - the investment of tax-exempt bond proceeds into higher yielding taxable securities to earn profits. Fortunately, small cities qualify for many exceptions to these rules, so compliance is usually not too difficult. Here are the basic things you need to know:

- For funds in the Construction Account (discussed above) there are no restrictions on investment earnings for the first three (3) years (the "temporary period"); you can invest these funds in the highest yielding investments you can find, keep these earnings, and not worry about it. In the unlikely event that construction funds are expected to not be spent within three (3) years, these funds may not be invested at a rate exceeding the yield on the bond issue plus 0.125% -- **4.38653%** for this bond issue.
- For funds in the Debt Service Account (also discussed above) the rules are different. You are allowed to invest monies in this account without restriction as long as it is maintained as a "Bona Fide" debt service account. This means that the account never holds more than 13 months' worth of reserves at any given time and is essentially cleared out at least once per year (typically after making a principal payment). If the account is NOT deemed Bona Fide, funds must not be invested at a rate exceeding the yield of the bond issue plus 0.001% -- **4.26253%** for this bond issue.

The City qualifies for the small issuer exemption to rebate for this issue, since the City will not issue more than \$5 million of new bonds this calendar year. However, for all bond issues municipalities must monitor compliance with arbitrage rules (limiting investment earnings at or below bond yield outside of any exceptions as noted earlier). Calculation of arbitrage profits must be calculated every five years, and any illegal profits are to be returned to the federal government. Please let us know if you have questions in this regard.

We have enjoyed working with you on this issue and look forward to serving you again soon.

Yours truly,



Mike Bubany, Associate  
David Drown Associates, Inc.  
[mike@daviddrown.com](mailto:mike@daviddrown.com)

CITY OF MINNEOTA  
BUDGET SUMMARY  
2025 Budget - PRELIMINARY

|         |       |
|---------|-------|
| 35,866  | LEVY  |
| 741,510 | 5.08% |

|                                | GENERAL<br>FUND | LIBRARY<br>FUND | FIRE<br>FUND | 2025B<br>E LYON | 2012A LPRW<br>2005 SEWER<br>IMP. BOND<br>FUND | 2016A GO<br>BOND &<br>PFA | 2018A GO<br>BOND | CAPITAL<br>OUTLAY<br>FUND | TOTAL     |
|--------------------------------|-----------------|-----------------|--------------|-----------------|---|---------------------------|------------------|---------------------------|-----------|
| Property Taxes                 | 476,569         |                 | 91,956       | 100,000         | 17,562  | 40,145                    | 15,278           |                           | 741,510   |
| Franchise Fees                 | 600             |                 |              |                 |   |                           |                  |                           | 600       |
| License and Permits            | 6,300           |                 |              |                 |   |                           |                  |                           | 6,300     |
| Intergovernmental Revenue      | 614,728         |                 | 25,000       |                 |   |                           |                  |                           | 639,728   |
| Charges for Services           | 59,450          |                 | 43,750       |                 |   |                           |                  |                           | 103,200   |
| Fines and Forfeits             | 2,700           |                 |              |                 |   |                           |                  |                           | 2,700     |
| Miscellaneous Revenues         | 8,800           | 275             | 4,250        |                 |   | 14,070                    |                  | 15,630                    | 43,025    |
| Interfund Transfers + Property | 25,000          | 45,000          |              |                 | 28,631  | 16,928                    |                  | 40,000                    | 155,559   |
| TOTAL INCOME                   | 1,194,147       | 45,275          | 164,956      | 100,000         | 46,193  | 71,143                    | 15,278           | 55,630                    | 1,692,622 |
| General Government             | 299,523         |                 |              |                 |   |                           |                  |                           | 299,523   |
| Public Safety                  | 194,094         |                 | 164,956      |                 |   |                           |                  |                           | 359,050   |
| Public Works                   | 385,164         |                 |              |                 |   |                           |                  |                           | 385,164   |
| Library                        |                 | 45,275          |              |                 |   |                           |                  |                           | 45,275    |
| Recreation                     | 194,859         |                 |              |                 |   |                           |                  |                           | 194,859   |
| Debt Service                   |                 |                 |              |                 | 46,193  | 71,143                    | 54,418           |                           | 171,754   |
| Miscellaneous                  | 35,508          |                 |              |                 |   |                           |                  | 500                       | 36,008    |
| Interfund Transfers            | 85,000          |                 |              |                 |   |                           |                  | 20,000                    | 105,000   |
| TOTAL EXPENSE                  | 1,194,147       | 45,275          | 164,956      |                 | 46,193  | 71,143                    | 54,418           | 20,500                    | 1,596,632 |
| EXCESS (DEFICIENCY)            |                 |                 |              | 100,000         |   |                           | (39,140)         | 35,130                    | 95,990    |

| PRIOR LEVIES |        |         |        |        |        |        |        |  |         |
|--------------|--------|---------|--------|--------|--------|--------|--------|--|---------|
| 2024         | 2.50%  | 532,376 | 96,866 |        | 17,561 | 36,741 | 22,100 |  | 705,644 |
| 2023         | 5.00%  | 495,040 | 79,417 |        | 62,328 | 36,378 | 15,270 |  | 688,433 |
| 2022         | 5.00%  | 464,910 | 77,571 |        | 62,213 | 33,132 | 17,822 |  | 655,648 |
| 2021         | 5.50%  | 461,912 | 76,536 |        | 63,580 | 22,400 |        |  | 624,428 |
| 2020         | 12.30% | 396,554 | 71,683 | 16,152 | 65,766 | 7,000  | 34,720 |  | 591,875 |
| 2019         | 2.50%  | 382,788 | 73,752 | 15,400 | 48,124 | 7,000  |        |  | 527,064 |
| 2018         | 1.50%  | 373,209 | 74,851 | 15,400 | 43,748 | 7,000  |        |  | 514,208 |
| 2017         | 3.50%  | 354,805 | 83,190 | 15,400 | 44,215 | 9,000  |        |  | 506,610 |
| 2016         | 0.24%  | 370,749 | 58,610 | 15,400 | 44,707 |        |        |  | 489,466 |
| 2015         | 3.00%  | 361,215 | 66,615 | 15,400 | 45,050 |        |        |  | 488,280 |
| 2014         | 0.00%  | 354,382 | 59,070 | 15,400 | 45,204 |        |        |  | 474,056 |
| 2013         | 2.63%  | 352,666 | 60,819 | 15,400 | 45,171 |        |        |  | 474,056 |



# DUININCK INCORPORATED

408 6th St. PO Box 208 Prinsburg, MN 56281  
An Equal Opportunity Employer

2025

ESTIMATE #: **1450516**

PREPARED BY: **Justin Zylstra**

PHONE: 320-212-3954

FAX: (320) 978-4978

EMAIL: justinz@duininck.com

[www.duininck.com](http://www.duininck.com)

**JOB NAME** MINNEOTA MILL & OVERLAY

**DATE:** 9/18/2024

**CONTACT NAME:** HENNEN, TRENT

**SOLD TO:** MINNEOTA, CITY OF

**OFFICE #**

**FAX #**

**BILL TO:** CITY HALL

**JOB LOCATION:**

MINNEOTA, MN

MINNEOTA, MN

WE PROPOSE HEREBY TO FURNISH THE MATERIAL & LABOR - COMPLETE IN ACCORDANCE WITH SPECIFICATIONS:

| Line #   | Item Description               | Estimated Quantity | Unit           | Unit Price            | Total Price            |
|--|--------------------------------|--------------------|----------------|-----------------------|------------------------|
| <b>BIKE TRAIL</b>                                  |                                |                    |                |                       |                        |
|  | <del>MOBILIZATION</del>        | <del>1.00</del>    | <del>LS</del>  | <del>\$3,500.00</del> | <del>\$3,500.00</del>  |
|  | <del>DETAIL MILLING</del>      | <del>36.00</del>   | <del>SY</del>  | <del>\$25.00</del>    | <del>\$900.00</del>    |
|  | <del>2" ASPHALT OVERLAY</del>  | <del>163.00</del>  | <del>TON</del> | <del>\$135.00</del>   | <del>\$22,005.00</del> |
|  | <del>TOPSOIL SHOULDERING</del> | <del>30.00</del>   | <del>CY</del>  | <del>\$105.00</del>   | <del>\$3,150.00</del>  |
| <b>Total Price for above BIKE TRAIL Items:</b>     |                                |                    |                |                       | <b>\$29,555.00</b>     |
| <b>STREET OVERLAY</b>                              |                                |                    |                |                       |                        |
|  | MOBILIZATION                   | 1.00               | LS             | \$9,500.00            | \$9,500.00             |
|  | ADJUST STRUCTURES              | 4.00               | EACH           | \$500.00              | \$2,000.00             |
|  | 8' EDGE MILLING (2"-0")        | 2,940.00           | SY             | \$6.15                | \$18,081.00            |
|  | <del>PAVER LEVELING</del>      | 268.00             | TON            | \$126.50              | <del>\$33,902.00</del> |
|  | 2" ASPHALT OVERLAY             | 713.00             | TON            | \$110.00              | \$78,430.00            |
| <b>Total Price for above STREET OVERLAY Items:</b> |                                |                    |                |                       | <b>\$141,913.00</b>    |
| <b>Total Alternate Price:</b>                      |                                |                    |                |                       | <b>\$171,468.00</b>    |

\$107,930

Kennedy  
St + Circle

## Notes:

- THIS ESTIMATE DOES NOT INCLUDE PREVAILING WAGE RATES.
- Duininck, Inc. is NON-UNION & will NOT sign a "PLA" or pay dues.
- Quote ONLY good for 20 Days without verbal commitment or mutually agreed upon extension. Please review & respond ASAP.
- Duininck, Inc. requires min. 2 weeks notice to start construction unless mutual agreement has been agreed upon.
- Quote does NOT include any participation in the goals for: SB VSB HUBZSB DBE WSB LB Minority.
- Duininck, Inc. hereby certifies that it complies with each of the minimum criteria in Minn. Stat. 16C.285, subd. 3. Duininck, Inc. will obtain and submit signed verifications from each of its retained lower-tier subcontractors, confirming compliance with Minn. Stat. 16C.285, subd. 3, within 14 days of retaining the subcontractors
- Duininck, Inc. will be paid for actual quantities placed.
- ALL paving to occur between May 15 & October 15. Weather to be in accordance with contract Specifications. Duininck, Inc. cannot guarantee how long hot mix plants operate after October 15. If weather conditions are outside the parameters of contract specifications for bituminous paving Duininck, Inc. will require a letter from owner stating it is ok to proceed with work.
- EXCLUDED: Bond, Permits, Testing, Surveying, Prevailing Wages, Striping, Signs, Sawing, Earthwork
- Topsoil on Bike Trail will be placement of Topsoil only. Owner will be responsible for seeding/fertilizing and stabilization after placement.

Seed Coat - 9000

Creek - 12000

Mosquito - 1500

Gravel, Coldmix, Pave - 26,100  
Control - 48,600

Budget Version notes:

- Added \$9,000 back in for seal coat (see previous page)
- Puts overall levy at 5.08%





Permit NO. \_\_\_\_\_

## Application for Zoning Permit

To the City Council of the City of Minnesota, County of Lyon, State of Minnesota:

Applicant, please print. I/we, the undersigned owner(s) of the property located at:

303 E 2nd St Minnesota 2nd railway addition 01010 Nely 110' SEZ Lot 2  
in Minnesota, hereby apply for a zoning permit to: add lot 3 Blk 13

☒ Build ☐ Install ☒ Add to ☐ Alter ☐ Repair ☐ Move/Wreck

the following: Extend house add garage

upon land described as: Lot(s) 2 & 3 Block(s) 13

Plat or Addition: 2nd Railway Parcel Number 28-104024-0

Construction materials shall be: wood, nails, vinyl siding, shingles, cement

The construction shall take place on: ☐ Corner Lot ☒ Lot within City Block

The construction shall be in compliance with the City Ordinance and shall be:

25' yes feet from the **FRONT** lot line (minimum is **25 ft including overhang**) (25 ft for Corner Lots)

5' yes feet from the **SIDE** lot line (minimum is **5 ft including overhang**) (10 ft to Street Side)

5' yes feet from the **REAR** lot line (minimum is **5 ft including overhang**) (5 ft for Corner Lots)

The construction size shall be:

front or width: 32' 2" feet side or length: (28' 10") feet sidewall(s): \_\_\_\_\_ feet  
26' see forms

**Note:** Any deviation from the provisions of the zoning subchapter § 151.48 shall require a variance. All variance requests shall be considered in accordance with the zoning variance procedures and fees.

### \*\*\*\*\* STATE BUILDING CODE \*\*\*\*\*

1. The City of Minnesota is an exempt City in that it has never adopted a Building Code, and it is located in a non-metro county where the Code has not been adopted by Lyon County.
2. Certain provisions of the Code must be enforced even in otherwise exempt cities. Minnesota Statutes Chapter 326 makes the Electric and Plumbing Codes mandatory. Chapter 294F makes the Fire Code applicable, and Chapter 216C makes the Energy Code enforceable independently from the Building Code. In addition, the Building Code itself makes the handicap accessibility provisions applicable even in otherwise exempt cities.
3. It is the owner's responsibility to comply with current and applicable State Building Codes, independent of this building permit, regarding Electric, Plumbing, Energy, Handicap accessibility and Fire Codes. Enforcement of these Code provisions will be by the appropriate state officials.

I hereby certify that the information contained herein is correct and agree to do the proposed work in accordance with the description set forth. **As a property owner it is your responsibility to know where your property lot lines are and be able to prove the lot line locations.** I further agree that any plans and specifications submitted shall become a part of this application and comply with all Minnesota City Ordinances. I understand that this permit is valid for a period of 12 months. VIOLATIONS WILL BE SUBJECT TO CORRECTIVE ACTION BY CITY COUNCIL.

Susan R Jacobson Susan Jacobson 10/17/24  
Printed Name Owner's Signature Date

Telephone Number: 507 829 7279

#### Fees:

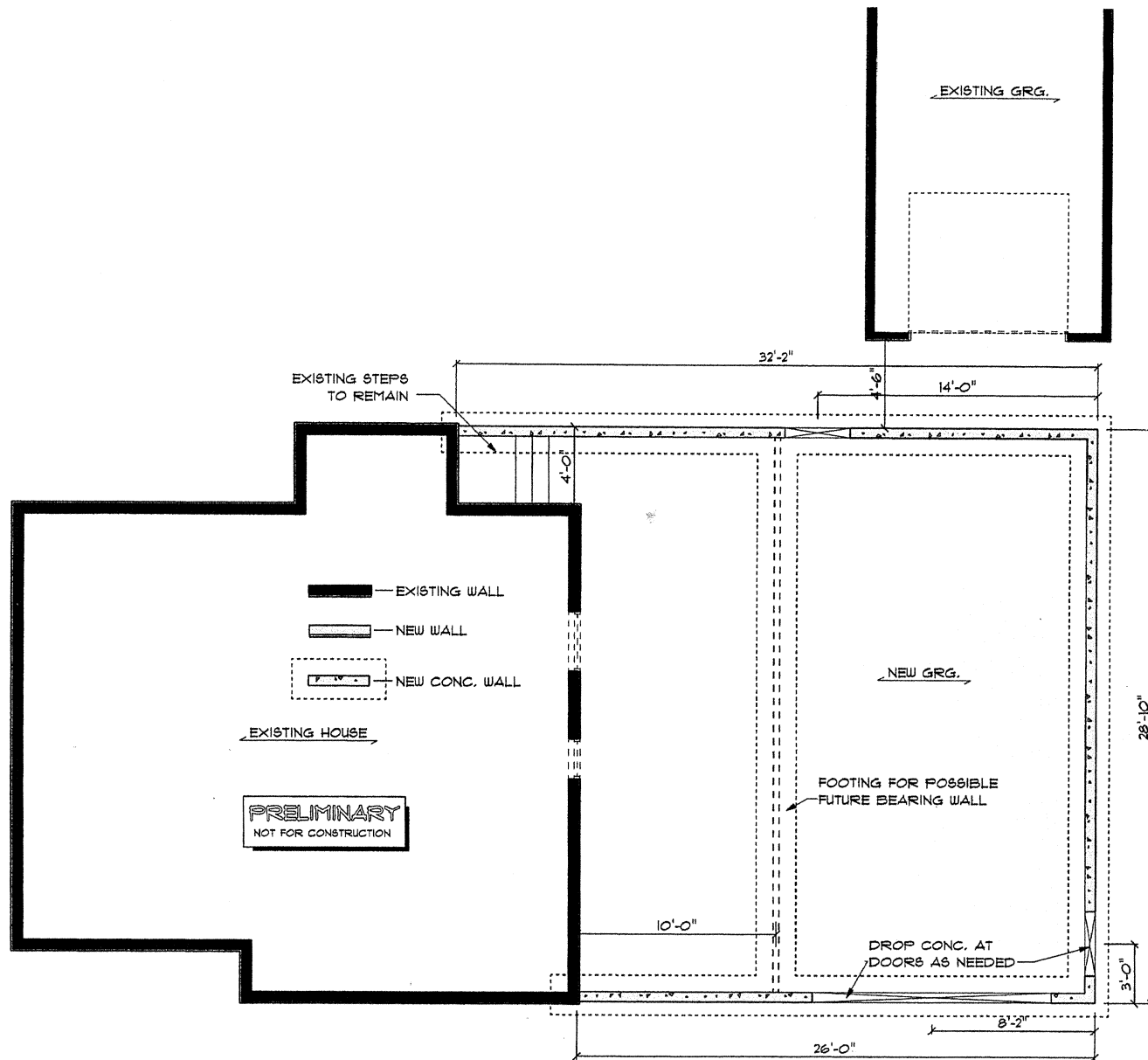
\$25.00 (Values \$0 to \$2,000) \$50.00 (Values \$2,000 to \$5,000) \$75.00 (Values \$5,000 to \$15,000)  
\$100.00 (Values > \$15,000) \$1,250.00 - Sewer Connection Fee \$100.00 - Variance Fee

Amount Paid: \$ 100.00

Check # 10659

Cash \_\_\_\_\_



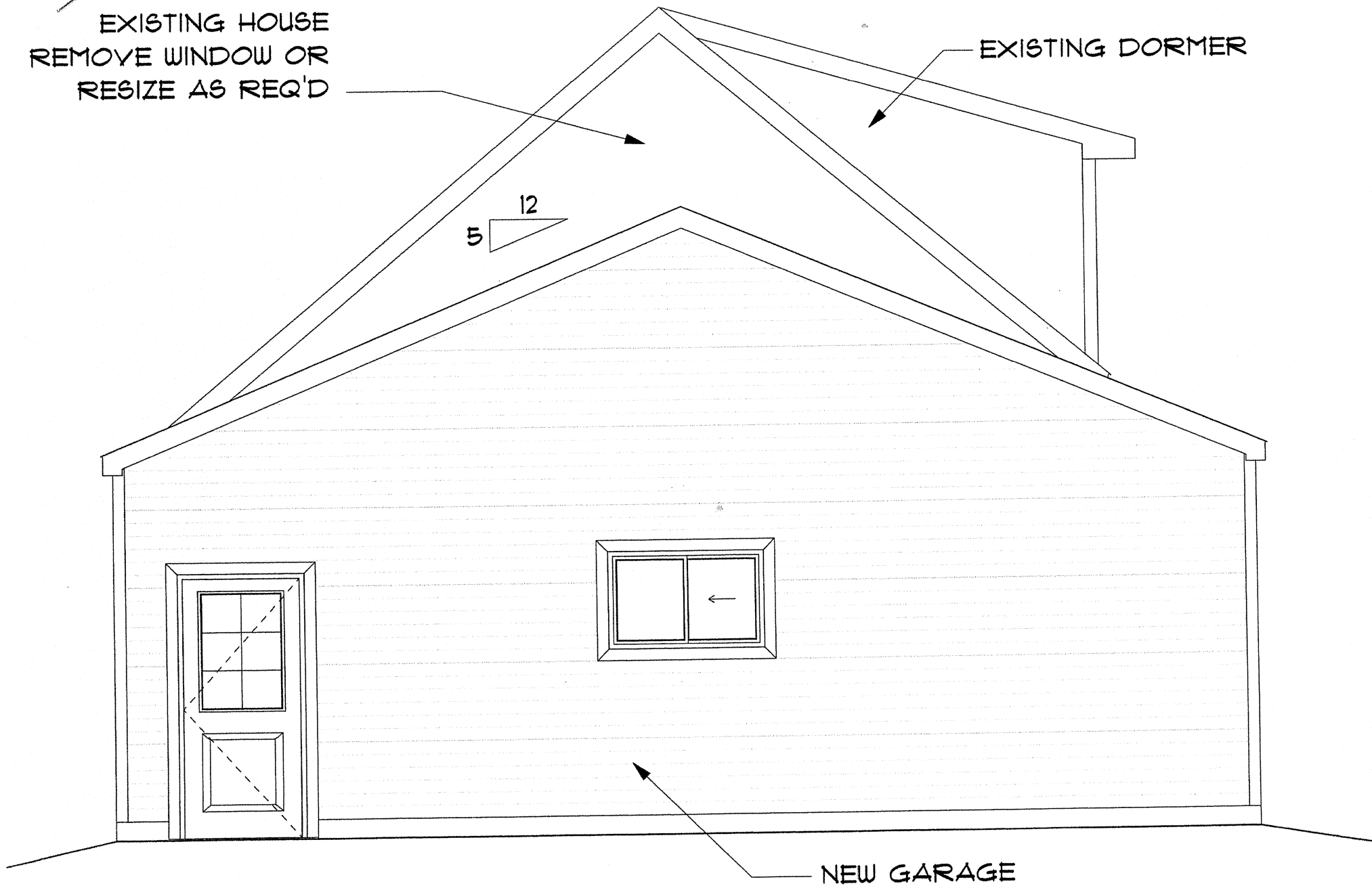


EXISTING HOUSE  
REMOVE WINDOW OR  
RESIZE AS REQ'D

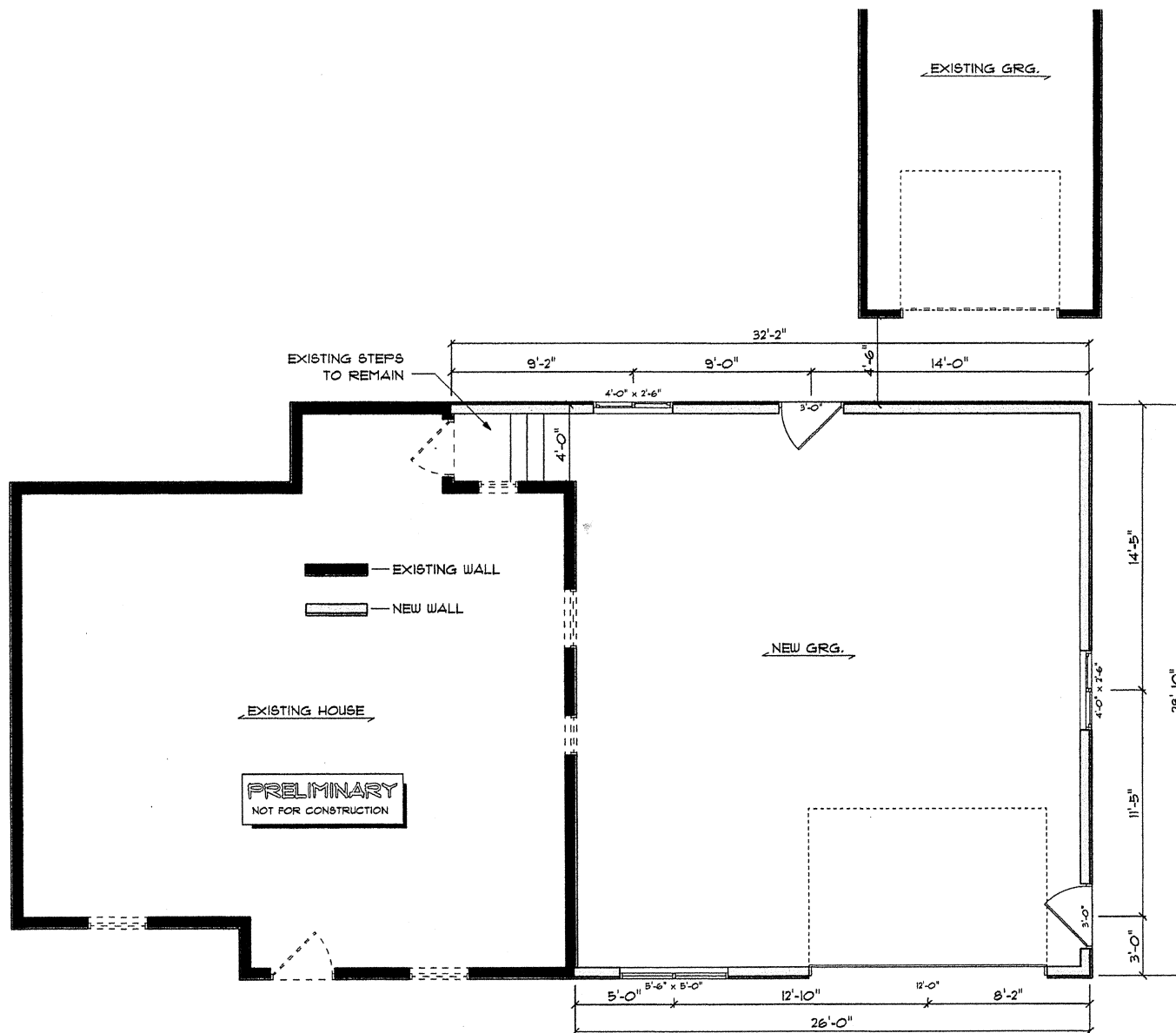
EXISTING DORMER

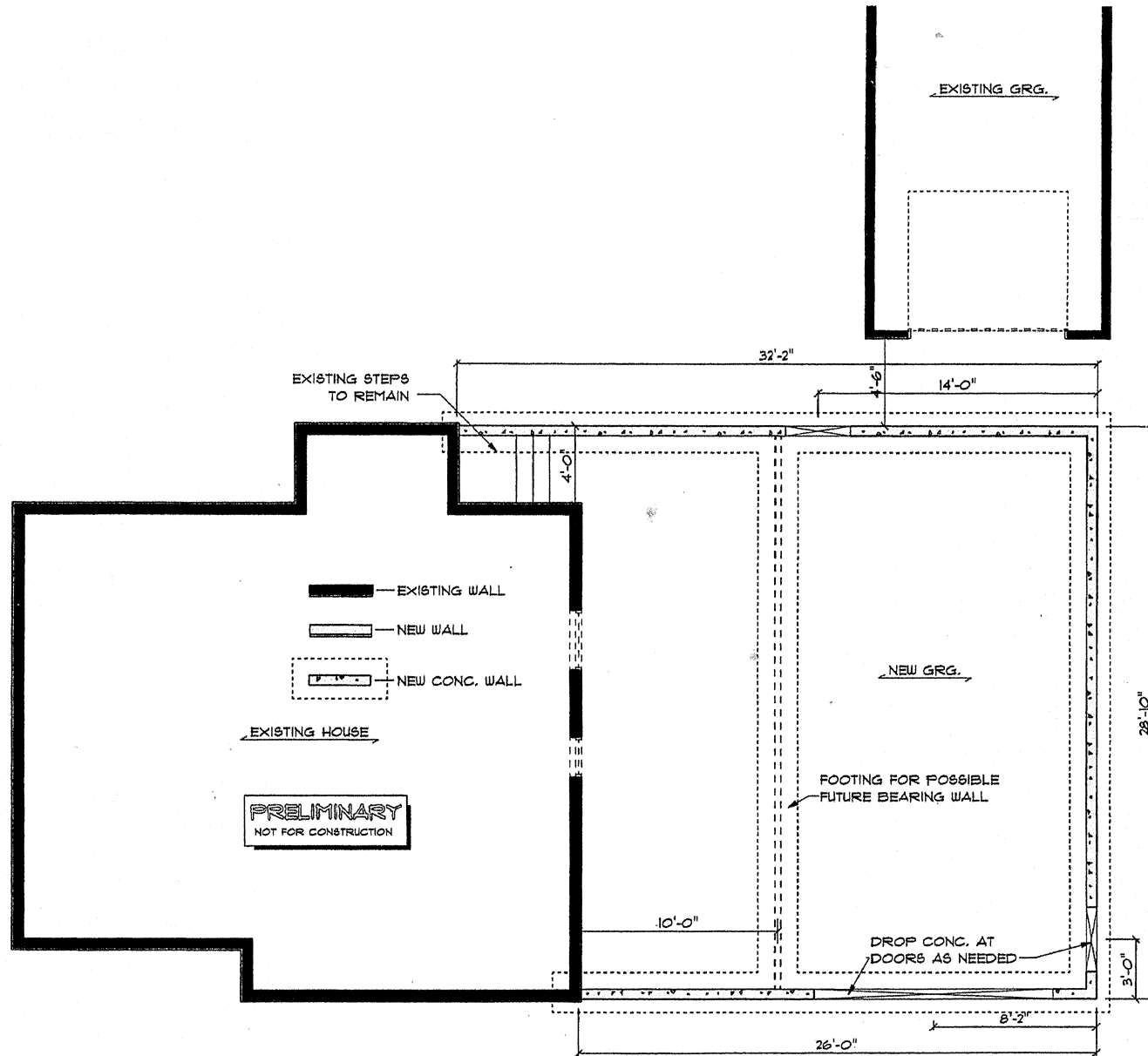
5 12

NEW GARAGE











Permit NO. \_\_\_\_\_

## Application for Zoning Permit

To the City Council of the City of Minnesota, County of Lyon, State of Minnesota:

Applicant, please print. I/we, the undersigned owner(s) of the property located at:

Marchita J. Smeby 211 N. Madison  
in Minneota, hereby apply for a zoning permit to:

☐ Build ☒ Install ☐ Add to ☐ Alter ☐ Repair ☐ Move/Wreck

the following: fence

upon land described as: Lot(s) NE 15' of Lot 12 Block(s) 9

Plat or Addition: original Parcel Number 28-100116-0

Construction materials shall be: Vinyl

The construction shall take place on: ☒ Corner Lot ☐ Lot within City Block

The construction shall be in compliance with the City Ordinance and shall be:

48 feet from the **FRONT** lot line (minimum is **25 ft including overhang**) (25 ft for Corner Lots)

2 feet from the **SIDE** lot line (minimum is **5 ft including overhang**) (10 ft to Street Side)

2 feet from the **REAR** lot line (minimum is **5 ft including overhang**) (5 ft for Corner Lots)

**The construction size shall be:**

front or width: 117 feet side or length: 8 feet sidewall(s): \_\_\_\_\_ feet

**Note:** Any deviation from the provisions of the zoning subchapter § 151.48 shall require a variance. All variance requests shall be considered in accordance with the zoning variance procedures and fees.

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2. Certain provisions of the Code must be enforced even in otherwise exempt cities. Minnesota Statutes Chapter 326 makes the Electric and Plumbing Codes mandatory. Chapter 294F makes the Fire Code applicable, and Chapter 216C makes the Energy Code enforceable independently from the Building Code. In addition, the Building Code itself makes the handicap accessibility provisions applicable even in otherwise exempt cities.
3. It is the owner's responsibility to comply with current and applicable State Building Codes, independent of this building permit, regarding Electric, Plumbing, Energy, Handicap accessibility and Fire Codes. Enforcement of these Code provisions will be by the appropriate state officials.

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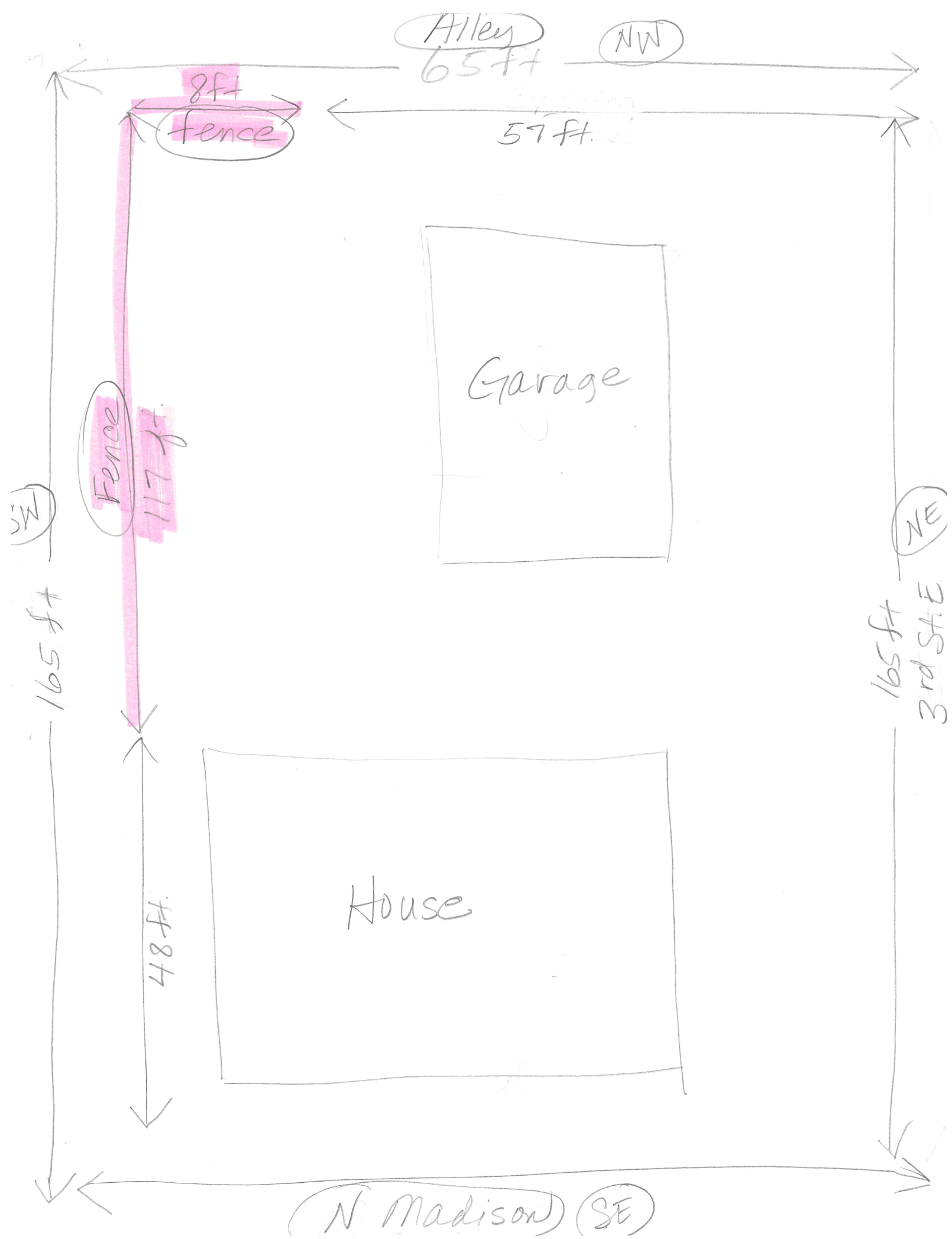
Marchita J. Smeby Marchita J. Smeby 10/23/2024  
Printed Name Owner's Signature Date

Telephone Number: 701-212-9018

#### Fees:

\$25.00 (Values \$0 to \$2,000) \$50.00 (Values \$2,000 to \$5,000) \$75.00 (Values \$5,000 to \$15,000)  
\$100.00 (Values > \$15,000) \$1,250.00 - Sewer Connection Fee \$100.00 - Variance Fee

Amount Paid: \$ 75.00 Check # 2325 Cash \_\_\_\_\_





# CITY OF MINNEOTA

## APPLICATION FOR EMPLOYMENT

**Please return completed form to:**

City of Minneota • 129 E. First Street • Minneota, MN 56264

• Phone: 507-872-6144 • Fax: 507-872-6143

• E-mail: [minneotaadmin@centurytel.net](mailto:minneotaadmin@centurytel.net) or [minneotaclerk@centurytel.net](mailto:minneotaclerk@centurytel.net)

**FOR OFFICE USE ONLY**

Date Received:

**The City of Minneota is an Equal Opportunity Employer.** It is our policy to provide equal opportunity in employment. The City will not discriminate on the basis of race, color, creed, religion, national origin, ancestry, gender, sexual orientation, disability, age, marital status, status with regard to public assistance, membership or activity in a local human rights commission, or any other basis protected by law.

**Applications are accepted only for posted positions. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek.**

--- PLEASE PRINT CLEARLY OR TYPE ---

**Position(s) applying for:** (list in order of preference)

1. Library Assistant
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

| Last Name <u>Dybsetter</u>  |  | First Name <u>Jessica</u>  |                 | M.I. <u>H.</u>   |
|---|--|--|-----------------|------------------|
| Street Address <u>2501 170th Ave.</u>   |  | City <u>Porter</u>   | State <u>MN</u> | Zip <u>56280</u> |
| Email Address <u>jessicadybsetter@gmail.com</u>   |  | Phone Number(s) <u>(407) 510-1672 (cell)</u><br><u>(507) 296-4448 (home)</u>   |                 |                  |
| Are you at least 18 years of age or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, date of birth: ____/____/____ |  |  |                 |                  |
| AVAILABILITY  |  |  |                 |                  |
| First date available to work<br>____/____/____<br><u>two weeks from providing notice at current workplace</u>                                       |  | Check ALL that apply:  |                 |                  |
| Last date available to work<br>____/____/____ <u>N/A</u>  |  | <input checked="" type="checkbox"/> All Day<br><input checked="" type="checkbox"/> Mornings<br><input checked="" type="checkbox"/> Afternoons<br><input checked="" type="checkbox"/> Evenings<br><input checked="" type="checkbox"/> Weekends<br><input type="checkbox"/> Flexible, up to 40 hours |                 |                  |
| EDUCATION   |  |  |                 |                  |
| Did you graduate from high school or receive a GED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                             |  |  |                 |                  |
| Indicate the highest grade level completed: High School <u>College/Technical</u> Graduate   |  |  |                 |                  |
| 9 10 11 12 or GED Certificate AA/AAS <u>BA/BS</u> MA MS PHD JD  |  |  |                 |                  |
| Area(s) of Study: <u>B.S.Ed. in Elementary Education, minor in English Literature</u>   |  |  |                 |                  |



## EMPLOYMENT EXPERIENCE

List employment history in past 5 years with your present or most recent employer first. Include paid and unpaid experience. **Do not use "See Resume" or similar.** Attach additional sheets if needed. Resumes will be considered in addition to, but not in lieu of, this application.

|  |  |
|--|--|
| Employer<br><u>Marshall-Lyon County Library</u>      |  |
| Address<br><u>201 C. Street Marshall, MN</u>         | Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/>   |
| Dates employed<br><u>7/23/2024</u> to <u>present</u> | Supervisor's Name  |
| Job Title<br><u>Customer Care Specialist</u>         | Duties<br><u>Assist patrons in locating materials, shelving, placing holds or requesting materials through ILL, opening &amp; closing duties, etc.</u> |
| Reason for leaving: <u>Schedule conflicts</u>        |  |

May we contact this employer? ☐ Yes ☒ No

If no, please state reason: I would prefer to wait until I am confident that a different position is the right choice.

|  |   |
|--|---|
| Employer<br><u>Cady Public Library</u>                               |   |
| Address<br><u>110 Oscar Ave. N Cady, MN</u>                          | Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/>  |
| Dates employed<br><u>12/2020</u> to <u>7/23/2024</u>                 | Supervisor's Name<br><u>Bev Benz</u>  |
| Job Title<br><u>Assistant Librarian</u>                              | Duties<br><u>Children's programming including writing &amp; fulfilling an MOE Grant to purchase telescopes; shelving, managing social media accounts, story time, assisting patrons, etc.</u> |
| Reason for leaving: <u>Change of management / Family obligations</u> |   |

May we contact this employer? ☒ Yes ☐ No

If no, please state reason: \_\_\_\_\_

Bev Benz (507) 530-5240

Paulette Blair (coworker) (507) 828-7100



## DATA PRACTICES ADVISORY

The information requested on the application is necessary, either to identify you or to assist in determining your suitability for the position for which you are applying. You may legally refuse, but refusal to supply the requested information will mean that your application for employment may not be considered.

Information requested on your application that is defined by State Statute as public may be released on request and includes job history, education and training, rank on our eligibility list, relevant test scores, veteran's status, and work availability.

Your name is private except when you are certified as eligible for appointment to a vacancy or selected as a finalist for the position. Certain other information requested on your application is private and may be released only to you or to governmental entities authorized access by law (MS 13.02, Subd. 12). Private data contained above:

NAME: Used to identify you in relation to other applicants.

LOCAL/PERMANENT ADDRESS/PHONE NUMBERS: Used to contact you regarding your application's status. You are not legally required to provide this information. Failure to provide this information may result in a delay in processing or notifying you of your application's status.

LICENSE INFORMATION: Used to certify applicants for position where State law requires appropriate license. You are legally required to provide this information. Failure to provide this information may result in your rejection as an applicant for these positions.

AGE RANGE: Use to accurately certify applicants for certain types of work according to State law. You are legally required to provide this information. Failure to provide this information may result in rejection of your application.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

CITIZENSHIP STATUS: Used to certify applicants for work in the United States as determined by laws of the United States Department of Labor and the State of Minnesota. Failure to provide this information may result in rejection of your application.

EMPLOYMENT: If you are selected for employment with the City, the following additional information about you will be public: your name, actual gross salary and salary range; contract fees; actual gross pension; the value and nature of your fringe benefits; the basis for and the amount of any added remuneration, such as expenses or mileage reimbursement, in addition to your salary; your job title; job description; bargaining unit (if applicable); the dates of your first and last employment with the City; the status of any written complaints or charges against you while at work, regardless of whether or not they have resulted in disciplinary action; the final disposition of any disciplinary action taken against you, specific reasons for it, and all supporting documentation about your case; terms of any agreement settling administrative or judicial proceedings; your work location and work telephone number; your employee identification/badge number; honors/awards received; your education/training background and previous work experience; your work-related continuing education; and payroll time sheets. Information not listed as public, which is maintained as part of your personnel record, is private, and will not be shared with anyone but those members of our staff and appointing authorities whose work assignment requires access, those persons authorized by law to have access, and those persons to whom you have given your informed written consent. Examples, but not an exclusive listing, of those authorized by law to have access to personnel data include labor organizations to the extent they need it in the conduct of normal business as your representative, insurance providers, City contractors whose contracts require access (e.g., the City Attorney or insurance claims adjuster), Public Employees Retirement Association, Internal Revenue Service, Social Security Administration, State Department of Employment and Security and any other entity authorized by law. Personnel data will be disclosed as required by a court order or for the purposes of wage attachments, and as may be required by any State or Federal law subsequently enacted.

This information is subject to change consistent with subsequent amendments to the MN Government Data Practices Act. For further information refer to MN Statutes Ch. 13.

## CONVICTION INFORMATION

No person shall be disqualified from public employment solely or in part because of prior conviction of a crime or crimes, unless the crime or crimes for which convicted directly relate to the position of employment sought. In determining the effect of a conviction, the City shall consider the requirements of MN Stat. Ch. 364. Applicants who are finalists for certain positions will be subject to a criminal background investigation. I understand that a conviction of a crime related to this position may result in my being rejected for this job opening.

## PHYSICAL AND PSYCHOLOGICAL EXAMINATION

If you are hired for this position, you may be required to undergo a physical and/or psychological examination at the City's expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner and whether or not reasonable accommodations are necessary for you.

## DRUG AND ALCOHOL TESTING

The City of Minneota has adopted a drug and alcohol testing policy. The purpose of this policy is to provide for a safe public and employment atmosphere, as set forth by MN Statute 191.951. As a job applicant for any City position, you are subject to testing under the policy and will be asked to provide a urine specimen after you have received a conditional offer of employment. You may legally refuse to undergo a drug or alcohol test. If you refuse, the City's conditional offer of employment may be withdrawn. If you undergo an initial screening test with a positive test result, a confirmatory test verifying that result must be performed. You have the right to explain a confirmatory test's positive result within three working days after receiving notice. You have the right to request and pay for a confirmatory retest of the original sample within five working days after receiving notice.

If the confirmatory test does not confirm the original positive test result, no adverse personnel action based on the confirmatory test may be taken against you. A job applicant who receives a positive test result and fails or refuses a confirmatory test or does not request in writing a confirmatory retest within five working days after notice, may be refused employment and will be notified of the reason for such refusal. Except as otherwise noted, the job applicant has no additional right of appeal with the City of Minneota. The Drug and Alcohol personnel policy is available for review at the City office 129 E. First St. Minneota, MN 56264, during regular business hours. A job applicant receiving a conditional offer of employment will be given a complete policy at least one day prior to testing.

## AUXILIARY AIDS AND ASSISTANCE

If you have a job-related disability and require a reasonable accommodation to compete in the application process, please contact the City of Minneota at 507-872-6144

## APPLICANT CERTIFICATION, AUTHORIZATION, AND RELEASE

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. I understand and agree that any false statements or omission of information contained in this application or any supplemental materials I submit may disqualify me from further consideration for employment or may result in immediate dismissal, without notice or benefits, if discovered at a later date. False information or misrepresentation may subject me to the penalty provisions in accordance with MN Statute 43A.39. I acknowledge that if offered a position with the City of Minneota, that employment is "at will" and that employment may be terminated by either the City of Minneota or me at any time, with or without notice.

I authorize the City of Minneota and/or any agency acting on its behalf to investigate/verify all information I provided on this application and any supplemental materials I submitted. I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact this employer?" contact with my current employer will not be made without my specific authorization. I authorize the collection, use and release of any and all information concerning me, including information of a confidential or privileged nature, which relates to my employment. Moreover, I hereby release the City of Minneota and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person. I understand that the failure to provide the data required for this position, including my signature, may result in the rejection of my application.

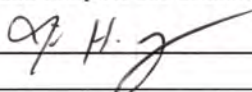
Note for on-line applicants: by submitting my application via e-mail, I do agree that all the information provided is true and accurate. If I am invited to an interview, I will be requested to sign my original application at that time.

**I declare that all information provided is true and complete and acknowledge that I have read and understand the information above.**

Date:

9/19/2024

Signed:





# CITY OF MINNEOTA APPLICATION FOR EMPLOYMENT

Please return completed form to:

City of Minneota • 129 E. First Street • Minneota, MN 56264 • Phone: 507-872-6144 • Fax: 507-872-6143

• E-mail: [minneotaadmin@centurytel.net](mailto:minneotaadmin@centurytel.net) or [minneotaclerk@centurytel.net](mailto:minneotaclerk@centurytel.net)

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Website: [www.minneota.com](http://www.minneota.com)

## EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

**The City of Minneota is an Equal Opportunity Employer.** It is our policy to provide equal opportunity in employment. The City will not discriminate on the basis of race, color, creed, religion, national origin, ancestry, gender, sexual orientation, disability, age, marital status, status with regard to public assistance, membership or activity in a local human rights commission, or any other basis protected by law.

We request that you voluntarily complete the information on the following form. The information you provide will be maintained as confidential information in Human Resources. The information you provide will be separated from your application and will not be used in our selection process. The purpose of collecting this information is to evaluate our overall efforts in reaching all segments of the population. The inclusion or exclusion of data will not affect any recruitment selection decisions. The City of Minneota appreciates your cooperation in our efforts to ensure equal opportunity.

## EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

*The following information is voluntary and confidential. The purpose of collecting this information is to evaluate our overall efforts in reaching all segments of the population. This form will be filed separate from your application and it will not be used in our recruitment evaluation process. The inclusion or exclusion of data will not affect any recruitment selection decisions. The City of Minneota appreciates your cooperation in our efforts to ensure equal opportunity.*

**Title of position for which you are applying:** Library Assistant

**How did you learn about this position?**

- ☐ City Website
- ☐ Other internet website: \_\_\_\_\_
- ☐ School/University website
- ☐ Workforce Center
- ☐ Friend or relative working for the City of Minneota
- ☒ Bulletin Board or other announcement
- ☐ Job Fair
- ☐ School or College counselor
- ☐ Other: (specify) \_\_\_\_\_

**Gender:** ☐ Male ☒ Female

**With which racial/ethnic group do you identify?**

- ☐ Black or African American
- ☒ Hispanic or Latino
- ☐ American Indian or Alaskan Native through Tribal affiliation or community recognition
- ☐ Caucasian/White
- ☐ Asian
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Two or more races

**Do you claim disability status?** ☐ Yes ☒ No

Disability status, defined as: \_\_\_\_\_

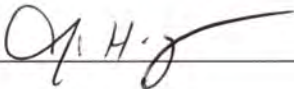
- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such impairment.

\*\*\*\*\*

I hereby certify that all answers contained in this application are true and I agree and understand that any misrepresentation or omission of facts contained in my application for employment or this addendum will be grounds for disqualification for employment, or in the event of employment, immediate dismissal from employment upon later discovery of any omission of facts or misrepresentations.

I further understand that if offered a position, I will be required to submit to and pass a criminal background check and employment reference checks.

By my signature on this form, I hereby acknowledge that I have read and understood the above statements. **Failure to sign application forms may result in rejection of your application.**

Applicant's signature: 

Date: 19 September 2021



# **APPLICATION FOR 10-POINT VETERAN PREFERENCE (TO BE USED BY VETERANS & RELATIVES OF VETERANS)**

U.S. Office of Personnel Management

Form Approved:  
O.M.B. No. 3206-0001

## **PERSON APPLYING FOR PREFERENCE**

1. Name (*Last, First, Middle*)

2. Home address (*Street Number, City, State and ZIP Code*)

## **VETERAN INFORMATION (*to be provided by person applying for preference*)**

3. Veteran's name (*Last, First, Middle*) exactly as it appears on Service Records

4. Periods of service

Branch of service

Date entered active duty

Date Separated or Released from Active Duty (if applicable)

## **TYPE OF 10-POINT VETERANS' PREFERENCE CLAIMED**

**Instructions:** Check the block indicating your veterans' preference claim. Answer any questions associated with a block. The Required Documentation column refers you to information provided on the back of this form regarding the types of documents that are acceptable proof of your claim for preference. (Please note that eligibility for veterans' preference is governed by 5 U.S.C. 2108, 2108a, and 5 CFR part 211. All conditions are not fully described on this form due to space restrictions.)

|  |  |   | Required Documentation<br>(See reverse of this form.)  |                          |                                 |  |                          |                          |   |
|--|--|---|--|--------------------------|---------------------------------|--|--------------------------|--------------------------|---|
| <input type="checkbox"/>   | 5. Veterans' preference based on non-compensable service-connected disability; award of the Purple Heart; or receipt of disability pension under public laws administered by the Department of Veterans Affairs (DVA). | ----->  | A and B  |                          |                                 |  |                          |                          |   |
| <input type="checkbox"/>   | 6. Veterans' preference based on a compensable service-connected disability of 10% or more as determined by the DVA or disability retirement from a Military Service Department.                                       | ----->  | A and C  |                          |                                 |  |                          |                          |   |
| <input type="checkbox"/>   | 7. Veterans' preference for a living veteran's spouse based on the fact that the veteran, because of a service-connected disability, has been unable to qualify for a Federal Government job, or any other position.   | <table border="1"> <tr> <td>a. Are you currently married to the veteran? If <i>No</i>, you are not eligible for preference.</td> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>   | a. Are you currently married to the veteran? If <i>No</i> , you are not eligible for preference.             | Yes                      | No                              | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | C and H                                       |
| a. Are you currently married to the veteran? If <i>No</i> , you are not eligible for preference.             | Yes  | No  |  |                          |                                 |  |                          |                          |   |
| <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>  |  |                          |                                 |  |                          |                          |   |
| <input type="checkbox"/>   | 8. Veterans' preference for a veteran's widow or widower.  | <table border="1"> <tr> <td>a. Were you married to the veteran at the time of death? If <i>No</i>, you are not eligible for preference.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>b. Have you ever remarried? (Do not count annulments.) If <i>Yes</i>, you are not eligible for preference</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | a. Were you married to the veteran at the time of death? If <i>No</i> , you are not eligible for preference. | <input type="checkbox"/> | <input type="checkbox"/>        | b. Have you ever remarried? (Do not count annulments.) If <i>Yes</i> , you are not eligible for preference | <input type="checkbox"/> | <input type="checkbox"/> | A, D, E, and G<br>(Submit G when applicable.) |
| a. Were you married to the veteran at the time of death? If <i>No</i> , you are not eligible for preference. | <input type="checkbox"/>   | <input type="checkbox"/>  |  |                          |                                 |  |                          |                          |   |
| b. Have you ever remarried? (Do not count annulments.) If <i>Yes</i> , you are not eligible for preference   | <input type="checkbox"/>   | <input type="checkbox"/>  |  |                          |                                 |  |                          |                          |   |
| <input type="checkbox"/>   | 9. Veterans' preference for a mother of a veteran who has a service-connected disability that is permanent and totally disabling, or who is deceased provided you are or were married to the veteran's father and      | a. Are you married?   | <input type="checkbox"/>   | <input type="checkbox"/> | Disabled Veteran<br>C, F, and H |  |                          |                          |   |
|  | • your husband is totally and permanently disabled;  | b. Are you separated? If <i>Yes</i> , go to question D.   | <input type="checkbox"/>   | <input type="checkbox"/> |                                 |  |                          |                          |   |
|  | • you are widowed, divorced, or separated from the veteran's father and have not remarried; or   | c. Is your husband totally and permanently disabled?  | <input type="checkbox"/>   | <input type="checkbox"/> |                                 | Deceased Veteran<br>A, D, E, and F   |                          |                          |   |
|  | • you are widowed or divorced from the veteran's father and have remarried, but are now widowed, divorced, or separated from the husband of your remarriage.   | d. Did the veteran die on active duty? If <i>No</i> to C or D, you are not eligible for preference.   | <input type="checkbox"/>   | <input type="checkbox"/> |                                 |  |                          |                          |   |

## **PRIVACY ACT AND PUBLIC BURDEN STATEMENT**

The Veterans' Preference Act of 1944 authorizes the collection of this information. The information will be used, along with any accompanying documentation to determine whether you are entitled to 10-point veterans' preference. This information may be disclosed to: (1) the Department of Veterans Affairs, or the appropriate branch of the Armed Forces to verify your claim; (2) a court, or a Federal, State, or local agency for checking on law violations or for other related authorized purposes; (3) a Federal, State, or local government agency, if you are participating in a special employment assistance program; or (4) other Federal, State, or local government agencies, congressional offices, and international organizations for purposes of employment consideration, e.g., if you are on an Office of Personnel Management or other list of eligibles. Failure to provide any part of the information may result in a ruling that you are not eligible for 10-point veterans' preference.

Public burden reporting for this collection of information is estimated to take approximately 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to OPM Forms Officer, U.S. Office of Personnel Management, Washington, D.C. 20415; The OMB Number, 3206-0001, is currently valid. OPM may not collect this information and you are not required to respond, unless this number is displayed.



## DOCUMENTATION REQUIRED - READ CAREFULLY

*Please submit photocopies of documents because they will **not** be returned.*

### A. Documentation of Service and Separation.

Any official document or statement from the Armed Forces showing separation, discharge or release from active duty is under honorable conditions (Honorable or General Discharge). **Note: Only the branch of service in which the individual served can certify active duty service was performed "Under Honorable Conditions."** Such documents include, but are not limited to:

- DD-214, "Certificate of Release or Discharge from Active Duty"
- Retirement or separation orders
- Documents showing transfer to any of the reserve corps of the Armed Forces
- Certification: any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is signed.
- Official statement from military personnel records center

### B. Documentation of Non-Compensable Service-Connected Disability (less than 10%); Purple Heart, and Nonservice-Connected Disability Pension. Such documents include, but are not limited to:

- An official statement, *dated 1991 or later*, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying to the present existence of the veteran's service-connected disability of less than 10%.
- An official citation, document, or discharge certificate, issued by a branch of the Armed Forces, showing the award to the veteran of the Purple Heart.
- An official statement, *dated 1991 or later*, from the Department of Veterans Affairs, certifying that the veteran is receiving a nonservice-connected disability pension.

### C. Documentation of Compensable Service-Connected Disability (10% or more). Such documents include, but are not limited to:

- An official document, *dated 1991 or later*, from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.
- An official document or retired orders from a branch of the Armed Forces, showing that the veteran was retired due to a service-connected disability or has been transferred to a Disability Retirement List with a service-connected disability of at least 10% or more.

For spouses and mothers of disabled veterans, who checked item 7 or 9, *submit* the following:

An official statement, *dated 1991 or later*, from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying:

- the present existence of the veterans service-connected disability;
- the percentage and nature of the service-connected disability or disabilities (including the combined percentage); and
- a notation as to whether or not the service-connected disability is rated as permanent and total.

### D. Documentation of Veteran's Death

- If death occurred while not on active military duty, *submit* certified copy of death certificate.
- When a veteran dies on active duty, the family does not receive a DD Form 214; the family receives a DD Form 1300, *Report of Casualty*, on which there is no place to record the character of service. Thus, when a veteran dies on active duty, his or her service should be presumed to be under honorable conditions unless the military service specifically indicates otherwise.

### E. Documentation of Service or Death During a War, in a Campaign or Expedition for which a Campaign Badge is Authorized, or During the Period Authorized, or During the Period of April 28, 1952 through July 1, 1955.

*Submit* documentation of service or death during a war or during the period April 28, 1952, through July 1, 1955, or during a campaign or expedition for which a campaign badge is authorized.

### F. Documentation of Deceased or Disabled Veteran's Mother's Claim for Preference because of Her Husband's Total and Permanent Disability.

*Submit* a statement from husband's physician showing the prognosis of his disease and percentage of his disability.

### G. Documentation of Annulment of Remarriage by Widow or Widower of Veteran.

*Submit* either:

- Certification from the Department of Veterans Affairs that entitlement to pension or compensation was restored due to annulment; or
- A certified copy of the court decree of annulment.

### H. Documentation of Veteran's Inability to Work Because of a Service-Connected Disability.

*Answer* questions 1-7 below:

|   |                               |  |            |
|---|-------------------------------|--|------------|
| 1. Is the veteran currently working? If <i>No</i> , go to Item 3.<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |                               | 2. If currently working, what is the veteran's present occupation?       |            |
| 3. What was the veteran's occupation, if any, before military service?  |                               | 4. What was the veteran's military occupation at the time of separation? |            |
| 5. Has the veteran been employed, or is he/she now employed, by the Federal civil service or D.C. Government? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>   |                               |  |            |
| A. Title and Grade of position most recently, or currently, held  | B. Name and address of agency | C. Dates of employment<br>From: _____ To: _____                          |            |
| 6. Has the veteran resigned from, been disqualified for, or separated from a position in the Federal civil service or D.C. Government along the lines of his/her usual occupation because of service-connected disability?<br>If Yes, submit documentation of the resignation, disqualification, or separation. <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span> |                               |  |            |
| 7. Is the veteran receiving a civil service retirement pension?<br>If Yes, give the Civil Service annuity (CSA) or Federal employee retirement annuity number. <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>  |                               |  | CSA# _____ |

## Chesney Guetter

---

**From:** Jessica Dybsetter <jessicadybsetter@gmail.com>  
**Sent:** Tuesday, September 24, 2024 6:33 PM  
**To:** Chesney Guetter  
**Subject:** Library Assistant Application

To whom it may concern,

Attached, please find my resume and a link to additional materials regarding the passive programming 'invitation' series that I developed during my time working at the Canby Public Library.

While I have worked at the Marshall-Lyon County Library since late July of this year, it is my time in Canby that really developed my skills as a librarian and allowed me to use my background in education to build on and improve our children's programming and outreach. I have missed the smaller, community environment and would welcome an opportunity to serve another rural Minnesota library.

Please don't hesitate to reach out if you have any questions for me.

—Jessica Dybsetter





# JESSICA DYBSETTER

## Librarian

404-510-1672  
jessicadybsetter@gmail.com  
2501 170th Ave. Porter, MN 56280

## Skills

Creation and implementation of programming for all ages

Excellent customer service with three years' library desk experience

Strength in written and spoken communication

Grant writing

## Profile

In my current position at Canby Public Library I have been in charge of children's programming for the past three years, including the summer reading program. I also wrote a successful MDE Grant to purchase telescopes for our three partner libraries. Our smaller library has afforded me the opportunity to familiarize myself with all aspects of daily library tasks; I handle delivery, shelf, work the desk, open and close, and lead creative programs and initiatives. I am particularly proud of our recent art table "invitation" series.

## Education

2005  
BSEd Elementary  
Education with a  
minor in English  
Literature

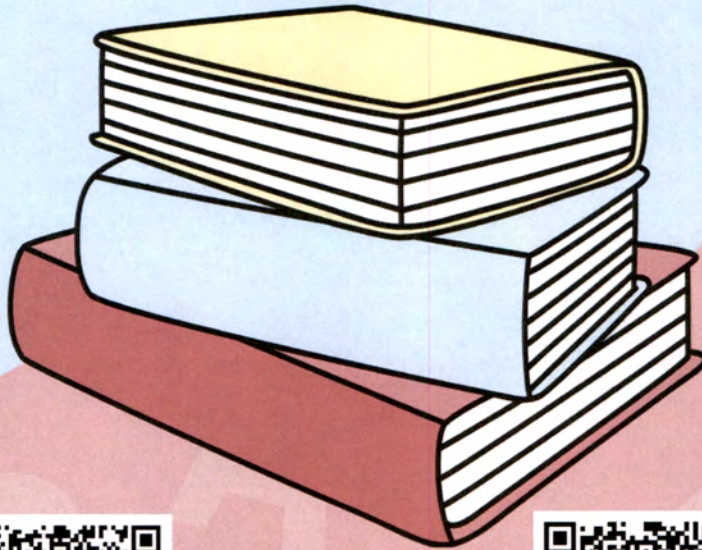
## Work Experience

2020-present  
Librarian at Canby  
Public Library

2017-2020  
Title I Specialist  
at Canby Public  
Schools



# PASSIVE PROGRAM TABLE



Scan for fall/winter  
folder



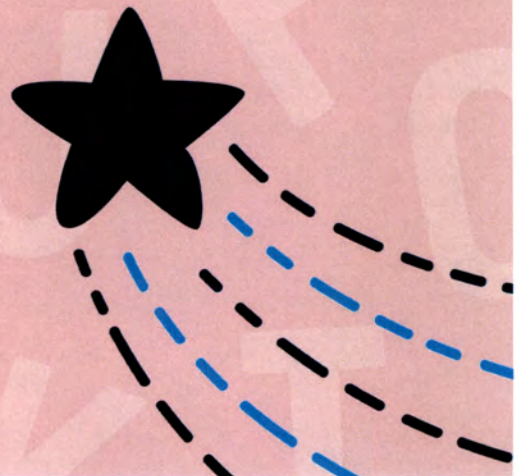
Scan for  
spring/summer  
folder

## Flyers and Ideas for Passive Programming

Folder includes a picture of the table  
as set up for one of the programs, and  
program flyers

### Or Contact

Jessica Dybsetter  
Canby Public Library  
[jessicadybsetter@gmail.com](mailto:jessicadybsetter@gmail.com)



**RESOLUTION 24-19**  
**A RESOLUTION ACCEPTING DONATION**

WHEREAS, the City of Minneota is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, the following entity has offered to contribute the following item for the purposes set forth below to the City:

| Name of Donor | Donation     | Purpose |
|---------------|--------------|---------|
| Larry Winter  | \$ 10,000.00 | Fire    |

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

NOW THEREFORE BE IT RESOLVED the City Council of the City of Minneota, MN acknowledges and accepts the donation received.

BE IT FURTHER RESOLVED THAT the City Council of the City of Minneota, MN gives its thanks and appreciation for the donation to the Donor listed.

Adopted this 4th day of November, 2024

\_\_\_\_\_  
Mayor – John Rolbiecki

Attest:

\_\_\_\_\_  
Robert Vidoloff, City Administrator