

KASSON CITY COUNCIL REGULAR MEETING MINUTES
April 11, 2012

5:00 Council Work Session

1. **Review of 2011:** Finance Director Nancy Zaworski presented the City's 2011 Annual Review of revenues and expenditures and the projects ahead for the 2012 and 2013 budgets.

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 11th day of April, 2012 at 6:00 p.m.

THE FOLLOWING MEMBERS WERE PRESENT: Hopkins, Marti, Nelson, Tjosaas, Torkelson.

THE FOLLOWING MEMBERS WERE ABSENT: None.

THE FOLLOWING WERE ALSO PRESENT: City Administrator Lenth, Admin Assist Benfield, Community Dev Director Martin, Finance Director Zaworski, Neil Britton, Jerry Berg, Randy Carlsen.

Mayor Tjosaas presided over the meeting.

COUNCIL

Agenda: Motion by Hopkins and second by Nelson, with all voting aye, to approve the April 11, 2012 agenda with the following amendment:

Add: K.2. Sandy Benfield Retirement

Consent Agenda: Motion by Nelson and second by Marti to approve the April 11, 2012 consent items. Ayes: Hopkins, Marti, Nelson, Tjosaas. Nays: None. Abstain: Torkelson (Abstention applies only to the 2012 Concrete Bids portion of the Consent Agenda due to submission of bid from Stone by Stone Plus, LLC)

1. **Minutes:** Approved the March 28, 2012 regular meeting minutes as submitted.
2. **Claims:** Approved all claims processed after the March 28, 2012 regular meeting, as audited for payment in the amount of \$148,172.49.
3. **Acknowledgement of Committee and Meeting Minutes:** Acknowledged the following committee/meeting minutes for:
 - a. Park Board - 03/09/12

4. **Conferences/Training**: Acknowledged the following employee training/conference attendance for:
 - a. C. Bradford Land Applic of Biosolids 4/17-19 Austin, MN
 - b. J. Hanson/Liberty PD-1 Canine Certifications 6/10-12 Eden Prairie
5. **2012 Concrete Bids – Accept Bid from Stone by Stone Plus, LLC**: Accepted the 2012 concrete bid from Stone by Stone Plus, LLC.
6. **Uncollectible Account Write-Offs**: Approved writing off uncollectible utility accounts in the amount of \$247.75.
7. **Resolution Certifying Delinquent Claims to the County Auditor**: As part of the consent agenda, the resolution certifying delinquent claims to the County Auditor was adopted. Ayes: Hopkins, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

Resolution #4.1.12

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

8. **Resolution Accepting American Legion Post #333 Charitable Gambling Funds**: As part of the consent agenda, the resolution accepting American Legion Post #333 charitable gambling funds in the amount of \$250.00 as donation to Festival in the Park was adopted. Ayes: Hopkins, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

Resolution #4.2-12

**Resolution Accepting American Legion Post #333 Charitable Gambling Funds
(on file)**

VISITORS TO THE COUNCIL

1. **Kyle Meyers, CPA – Abdo, Eick & Meyers, LLP – 2011 Audit Review**: Kyle Meyers, CPA from Abdo, Eick & Meyers, LLP, reviewed the City of Kasson’s 2011 annual audit results. The City is doing well overall. Total net assets increased by approximately \$850, 000. This was mostly due to a decrease in expenses. Motion by Torkelson and second by Hopkins, with all voting aye, to accept the City of Kasson Annual Financial Report for the year ended December 31, 2011, with two corrections – the term expiration for Mayor Tim Tjosaas and the City’s address line on Page 136 of the report.

COMMITTEE REPORTS

1. **Park Board**
 - a. **Approve Emerald Ash Borer Management Plan**: This plan includes the actions that will be taken by the City when the emerald ash borer infests the ash trees in Kasson. It is estimated that nearly 2,400 boulevard, public and private trees will

become diseased and die in the future. Boulevard ash trees will be removed at a citizen's request, at no cost to the property owner if it is replaced with an approved and permitted tree. The plan also notes that the City will not spend money on treating ash trees with chemicals on any boulevard or public property. Motion by Nelson and second by Marti, with all voting aye, to approve the Emerald Ash Borer Management Plan for the City of Kasson.

MAYOR'S REPORT

1. **"Pick Up Kasson"**: City Hall will have bags available to residents/groups who would like to help in picking up the winter litter in the parks, trails or other areas in Kasson. Mayor Tjosaas does have a group to pick up West Park in May.

CLERK-ADMINISTRATOR'S REPORT

1. **Signage**: There are plans to place an electronic message board along Mantorville Avenue. Administrator Lenth handed out a questionnaire to council members for their input. The Chamber was also given the questionnaire. One of the vendors has asked questions such as the type of logo or slogan the City would like to use and the message we want to accomplish with a new sign.
2. **Dodge County Ice Arena**: Administrator Randy Lenth, Ice Arena Supervisor Steve Howarth and Park Board Member Terry Meyers met with the County Commissioners to give them an update on the ice arena. All were pleased with what has been done at the arena and the plans ahead. Because of the large number of hockey participants, times may need to be expanded for before and after school practices. There have also been comments on the "great outdoor rink" at the arena. The City will also continue to look for another site for the skate board park.

ENGINEER'S REPORT

1. **Possible Mantorville Hook-Up with City of Kasson WWTP**: There is a meeting scheduled next week for the Sewer Committee to finalize costs associated with a potential WWTP sharing project with Mantorville.
2. **16th Street NE**: April 15th is the deadline for approval of Federal funds for the 16th Street NE project.

PERSONNEL

1. **City Administrator Employment Agreement**: This agreement states that Randy Lenth, the Employee, will remain in the exclusive employ of the City of Kasson until March 1, 2015 and not accept other employment nor become employed by any other employer until said termination date. The agreement also states that nothing prevents or limits the right of the Council to terminate the services of Employee, subject to the termination and severance pay provisions set forth in the agreement. Nothing prevents or limits the right of the Employee to

resign at any time, subject to the resignation provisions set forth in the agreement. There was discussion on the lump sum cash payment equal to 9-months aggregate salary, benefits and deferred compensation if the Employee is terminated by the Council before expiration of the term of employment. Motion by Torkelson and second by Marti to approve the City Administrator Employment Agreement with a correction on the Section numbers in Section 2, C & D. Ayes: Marti, Nelson, Tjosaas, Torkelson. Nays: Hopkins.

2. **Sandy Benfield Retirement**: Motion by Hopkins and second by Nelson, with all voting aye, to accept, with many thanks, the retirement of Administrative Assistant Sandy Benfield effective May, 2012, with specific date to be determined.

CORRESPONDENCE: The following correspondence was reviewed:

1. SEMLM Meeting – Caledonia, Monday, April 30
2. LMC 2012 Annual Conference and Marketplace – Duluth, June 20-22, 2012

ADJOURN: The meeting was adjourned at 6:44 p.m.

ATTEST:

Randy D. Lenth, City Administrator

Tim Tjosaas, Mayor