

KASSON CITY COUNCIL REGULAR MEETING MINUTES

November 22 2016

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 22nd day of November, 2016 at 6:00 P.M.

THE FOLLOWING MEMBERS WERE PRESENT: Borgstrom, Buck, Coleman, Egger and Johnson

THE FOLLOWING MEMBERS WERE ABSENT:

THE FOLLOWING WERE ALSO PRESENT: City Administrator Theresa Coleman, City Clerk Linda Rappe, City Engineer Brandon Theobald, City Attorney Melanie Leth, Finance Director Zaworski, Chris and Candy McKern, Nick and Danielle Fitch, Chris and Laura Seljan, Lonnie Zelinske, Doug Robinson, Jan Naig, Deb Schmidt, Rudy Raatz, Doug Griffin, Steve Jurrens, Curtis Alexander, Mike Heitman, Stevie Erslund, Carol Malecha, Ken Folie, Tyler Baumach, Larry Edgar, Alice Redman, Ron and Sandy Musolf, Wade Dumond, Marlo Bungum, Dave Thompson, Paul Wigham and Melisa Ferris

Mayor Johnson called the meeting to order at 6:00 P.M.

PLEDGE OF ALLEGIANCE

AGENDA

Add : Councilperson Buck would like to add a Library report to Committee report

Remove : Decklever contract

Motion to Approve the Amended Agenda made by Councilperson Buck, second by Councilperson Borgstrom with all voting Aye.

CONSENT AGENDA

November 9, 2016 Regular Meeting Minutes

November 14, 2016 Special Meeting Minutes

Claims processed after the November 9, 2016 regular meeting, as audited for payment in the amount of \$366,484.16

Professional Services Agreement – WHKS – Flood map

Resolution Certifying Delinquent Claims to County Auditor

Resolution #11.3-16

Resolution Certifying Delinquent Claims to the County Auditor

(on file)

Motion to Approve the Consent Agenda made by Councilperson Egger, second by Councilperson Coleman with all voting Aye.

VISITORS TO THE COUNCIL

PUBLIC FORUM

Mayor Johnson stated that there will be a public hearing for the 3rd 4th and 5th Avenue project at the December 14 meeting, which will be held in the Public Forum Room at the KM High School and people will be given a chance to speak at that meeting.

Dave Thompson – 206 5th Ave NW – Mr. Thompson handed out information on pipe cleaning to the City Council. Mr. Thompson gave his opinion on how to fix the 3rd, 4th and 5th Avenues and expressed his opinion on the assessments.

PUBLIC HEARING

Vacate Easement Kasson Industrial Park II and Vacation of Easement South Bend Commercial Park

Public Hearings Opened for both vacation hearings– Wade Dumond, representing Kwik Trip, was present and stated that he was here to answer any questions.

There were no other public comments.

Public Hearings Closed

Motion to Approve the Vacation for Kasson Industrial Park II made by Councilperson Egger, second by Councilperson Coleman with all voting Aye.

Resolution #11.4-16

*A Resolution Vacating Dedicated Utility Easements
(on file)*

Motion to Approve the Resolution to Vacate Utility Easement South Bend Commercial Park made by Councilperson Coleman, second by Councilperson Egger with all voting Aye.

Resolution #11.5-16

*A Resolution Vacating Dedicated Utility Easements
(on file)*

COMMITTEE REPORT

Library – Councilperson Buck updated the City Council on a grant from Bremer bank for \$65,000 for furnishings. The Library will have 20 laptops and notebooks that people can sign out for use. Cases for the laptops and notebooks, microphones, Smartboard, lego table and color scrap play pod were among the other items that the grant was used for.

OLD BUSINESS

Proposed 2017 Budget and Levy – City Administrator Coleman stated the preliminary budget and levy were at a 12.75% increase and after meetings and City Council input, presented tonight is an 8% increase over last year. Mayor thanked Finance Director Zaworski and Administrator Coleman for their work on this.

Unless there are more changes this is what it will be at the levy meeting on December 14, 2016 at the Kasson Mantorville High School.

NEW BUSINESS

Kasson Fire Relief increase – City Administrator Coleman stated that at the last Relief Association meeting the members voted to increase their retirement benefit to 2400 a year. Administrator Coleman stated that at the moment the Relief Association is solvent to cover the retirement benefit increase. Administrator Coleman stated that the City Council has the option to affirm that benefit amount. In case there were circumstances where the Relief Association could not fund the obligation then the City would

fulfill the obligation. The last increase to the retirement benefit amount was in 2008. The council was in agreement to increase the benefit.

Rescind Ordinance 50.04 (B) – Administrator Coleman stated that the assessment policy that was assembled is different than the ordinance so the ordinance needs to be rescinded. Melisa Ferris asked why this would change. Administrator Coleman stated that assessments are usually a policy and not by ordinance. **Motion to Approve Rescinding Ordinance 50.04 (B) made by Councilperson Buck, second by Councilperson Coleman with all voting Aye**

Special Assessment Policy – Administrator Coleman stated that the previous Ordinance had stated a percentage above the City’s borrowing rate and in some cases the City doesn’t need to borrow and in those cases we would be lending money for less than what the City could borrow it for when the City actually needs to.

Dave Thompson asked what happens when assessments that are put against properties are not paid, how does the city make that up. Mayor Johnson stated that these comments can be held for the public hearing on December 14. Councilperson Egglar stated that there are “hardship” forms included in the assessment policy for people who cannot afford the assessments.

Motion to Approve the Special Assessment Policy made by Councilperson Egglar, second by Councilperson Borgstrom with all voting Aye.

School bus pickup and drop off at Just like Home – Administrator Coleman stated that Just Like Home has 60-70 children who are picked up and dropped off at their facility on W Main St by school buses. Marlo Bungum was present representing Just Like Home Child Care. Ms. Bungum stated that there is quite a traffic jam in the mornings and afternoons when the buses are picking up and dropping off kids and they are having to stop in the street or farther down the block from JLH and quite often there are two buses loading and unloading. Administrator Coleman stated that there could just be signs saying no parking from 7:15 to 7:45Am and 3:00-3:30PM. Councilperson Borgstrom was concerned with who was going to monitor this. Mayor Johnson stated that maybe we should talk to the dentist and surrounding businesses to see if there is a problem with this. The City Council referred this issue to the Planning Commission

Snow Removal Bids – Administrator Coleman stated that the City received one bid. **Motion to Approve the Bid from IMS made by Councilperson Borgstrom, second by Councilperson Buck with all voting Aye.**

Proposal for Salary Study – Administrator Coleman stated that MNPEA union has required this as part of their contract for a salary study to be completed in 2017. Administrator Coleman stated the quote came in at \$12,000 and it was budgeted at \$20K. **Motion to Approve David Drown Associates proposal for Salary Study made by Councilperson Egglar, second by Councilperson Coleman with all voting Aye.**

Forfeited Residential Parcel – Finance Director Zaworski stated that this is a single lot surrounded by single family residential, the County is required to approach the city first to see if we have a public purpose for it. They County stated that a requirement when they sell the parcel is that the parcel be razed. This parcel is located at 202 2nd Ave NE. Finance Director Zaworski stated that the City has a lot of assessments on this property. Council agreed that they do not have an interest in this. **Motion to Let The Forfeited Property Go To The County For Sale made by Councilperson Egglar, second by Councilperson Buck with all voting Aye.**

MAYOR'S REPORT

ADMINISTRATOR'S REPORT

LMC Experienced And Newly Elected Officials Leadership Conference – Administrator Coleman stated that this training is for new and seasoned elected officials and is very beneficial. Please let staff know if you are available for this training.

Orientation for New Council Members – The newly elected officials have taken a tour of the facilities today. The opportunity to take the oath of office on December 21 has been presented, although the first day they could take action is Jan 2, 2017.

Posting for Future Utility Billing Clerk – Administrator Coleman stated that the current Utility Billing Specialist has announced her intention of retiring on or before June 1, 2017 and this would be our opportunity to hire someone to train and learn the office procedures. Mayor Johnson stated that he will abstain from this since he won't be here and doesn't want to be responsible for this. Administrator Coleman stated that this may only be 4 months of an overlap and training. Councilperson Buck stated that this would be a good utilization. **Motion to Approve Posting for Future Utility Billing Clerk made by Councilperson Egger, second by Councilperson Buck. Ayes: Borgstrom, Buck, Coleman and Egger. Johnson abstained.**

ENGINEER'S REPORT

Scope of 3rd, 4th and 5th Avenues Project – City Engineer Theobald went through different proposals that were vetted at the meeting last week. The Council all weighed in on the options. Councilperson Egger asked what it would cost to put sidewalk on the west side of 3rd Ave from 6th St to 7th St. and that would complete a thoroughfare from Main St to 7th St NW. Engineer Theobald stated it would be approximately \$25,000. Lonnie Zelinske stated that the City should get this bid out as soon as we can after the first of the year. If the City waits then the contractors are booked and the price goes up. Engineer Theobald agreed that it should get out for bid as soon as possible. Chris Mckern stated that 2nd Ave NW has sidewalk on both sides from Main to the park and doesn't see the need for keeping or adding sidewalk anywhere in this project. Administrator Coleman stated that the current ordinance calls for existing sidewalk to be replaced. Councilperson Egger agreed and stated that if there is only one block that doesn't have sidewalk on 3rd the City should put in the one block that doesn't have it and have another thoroughfare. Councilperson Coleman stated that the people who own the house(s) on 3rd that don't currently have sidewalk should be notified before we put sidewalk there. Ms. Bungum stated that for JLH it would be great to have sidewalk on one side on 3rd to go all the way to the park. Councilperson Coleman asked the Engineer about using the Unit or Lot method of assessing. Engineer Theobald stated that this has been a very equitable way of assessing. Engineer Theobald stated that the majority of houses are on normal lots and there are some businesses that have to have the numbers worked.

The Council consensus is that they would like Option 3 on the proposed street and utility improvements and option 2 with the addition of sidewalk on the west side of 3rd to make a continuous path from Main St to 7th St NW, and Option 2 of the proposed assessment method.

Motion to reduce the scope of the street and utility improvement project to side streets to salvage curb and gutter and mill and overlay streets in non utility impacted area. This provides a \$.3 million reduction in project costs. Provides full utility improvements and directs staff to determine best

street improvements for the side streets, made by Councilperson Coleman, second by Councilperson Buck with all voting Aye.

Motion to reduce sidewalk improvement scope to only include replacement of existing sidewalks and extending the sidewalk on the west side of 3rd Ave NW to 7th St NW and delete the sidewalk on the east side of 3rd St from 4th St to 5th St, no new sidewalks where there aren't any, made by Councilperson Egler, second by Councilperson Buck with all voting Aye.

Motion by Councilperson Egler, second by Councilperson Borgstrom to use The "Unit" or "Lot" method of assessing the project. All Ayes.

Resolution calling Public Hearing for December 14 – Engineer Theobald stated there are changes to the resolution with the motions that were just passed. The 2nd st project will still be assessed at linear rate and the 3rd 4th and 5th project will be by the unit.

Motion calling public hearing with amounts designated as adjusted by motions made previously made by Councilperson Egler, second by Councilperson Buck with all voting Aye.

PERSONNEL

Ken Foley – Supervisor of Canisteo Township, wanted to thank the City and appreciates the City keeping them in the loop with all of their projects.

ATTORNEY REPORT

Amended Petitions & Waivers for South Mantorville Ave

- i. Second Revised Petition and Waiver – Jessup H. and Angela DeCook
- ii. Second Revised Petition and Waiver – Joel R and Hilary A. Alberts
- iii. Second Revised Petition and Waiver – Bigelow & Sons, Block 3, Lot 4
- iv. Second Revised Petition and Waiver – Bigelow & Sons, Block 3, Lot 3
- v. Second Revised Petition and Waiver – Bigelow & Sons, Block 2, Lot 1

Attorney Leth stated that the terms were changed to comply with the ordinance and the language was revised from the initial petition and waiver.

Motion to approve the revised petition and waivers made by Councilperson Coleman, second by Councilperson Egler with all Voting Aye.

Closed Session for Attorney Update – Mayor closed the meeting for an update on the preliminary consideration of allegations made against an employee at 7:20 pm.

Meeting reopened at 7:30 pm.

Outcome – council has no further information at the moment this was just a discussion

CORRESPONDENCE

Cash and Investment Summaries

Nick Fitch Bio Solids Refresher class

ADJOURN 7:32 pm

ATTEST:

Linda Rappe, City Clerk

Steve Johnson, Mayor