

## KASSON CITY COUNCIL REGULAR MEETING MINUTES

September 14, 2016

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 14th day of September, 2016 at 6:00 P.M.

**THE FOLLOWING MEMBERS WERE PRESENT:** Borgstrom, Buck, Coleman, Egglar 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 Nancy Zaworski, Community Development Director Mike Martin, Library Director Art Tiff, Hannah Bates, Everett Paulson, Chris and Candy McKern, Nick and Danielle Fitch, Chris Seljan, Barb Meyer, Judy Ruport, Janet Sinning, Doug Robinson, Jason Farnsworth, Ron Eidem, John Talcott, Jan Naig, Mary Mollert and Patricia Shaffer-Gottschalk

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

### **PLEDGE OF ALLEGIANCE**

### **AGENDA:**

Add: K.1 Recommendation for Emergency Services Administrative Assistant

Add: M.6 Fire Department Report

Remove L.1 Closed Meeting

**Motion to Approve the Amended Agenda made by Councilperson Egglar, seconded by Councilperson Buck with all voting Aye.**

### **CONSENT AGENDA:**

**August 24, 2016 Regular Meeting Minutes**

**Claims processed after the August 24, 2016 regular meeting, as audited for payment in the amount of \$286,203.38**

### **Conferences -**

Bou Gazley	MN Crime Prevention Ann'l Conf.	St. Cloud	Oct 17-18	Approx. \$355
Theresa Coleman	ICMA Conf	Kansas City	Sept 26-28	Approx. \$300
Gerald Runnells	DMT-G Cert Course	St. Paul, MN	Nov 1-3	Approx. \$375
Krista Weigel	BCA Summary Crime Reporting	St. Paul, MN	Sept 20 or Dec 6	Approx.
expenses only				
Krista Weigel	MNJIS Basic Class	St. Paul, MN	Oct 12	Approx.
expenses only				

### **Engineering Agreements -**

County Road 21 Watermain Replacements

East Main St.

South Mantorville Ave Improvements

**MMUA Mutual Aid Agreement**

***Resolution #9.1-16  
Resolution Regarding Mutual Aid Assistance  
(on file)***

**MMUA Safety Program Agreement  
Contract for Services Rendered with One Stop Realty -  
Shopko Lot Change Form  
Main St Lots Change Form**

**Motion to Approve the Consent Agenda with the Correction to the August 24 Council Minutes made by Councilperson Borgstrom, second Councilperson Coleman with all voting Aye.**

**VISITORS TO THE COUNCIL**

**PUBLIC FORUM**

Judy Ruport 403 3<sup>rd</sup> Ave SW – Listened to the EDA meeting from last week and thinks that the community needed to be aware that a doctor from Pakistan who lives in New Jersey bought the Oppidan property. Ms. Ruport asked if the City used TIF and can that be transferred to a new buyer. Community Development Director Martin answered in the affirmative. Ms. Ruport asked if they got a break on taxes and Martin stated they do not. Director Martin stated that developers typically sell the building and property after the property has been developed. Councilperson Coleman stated that Prairie Meadows was just sold also. Ms. Ruport also questioned the use of the old Zomok property and the access to it.

**PUBLIC HEARING**

**COMMITTEE REPORTS**

Library Building Report - Art Tiff, Library Director, stated that there has been a big spike in attendance since the Library opened. The Library had over 700 people attend the grand opening on the 27<sup>th</sup> of August. Director Tiff handed out a chart with cost savings and in-kind labor amounting to a savings of \$111,089. Director Tiff also handed out a building recap for the Library project that shows funding still needed of \$65,792.40. The Library Board approved Mr. Tiff asking for this money from the stabilization fund. Councilperson Borgstrom stated that there were items not in the original budget that were added such as LED lighting and the FEMA windows and doors. Councilperson Buck also stated items like “winter condition” were not included in the original budget. Councilperson Coleman stated that there is enough money in the stabilization fund to cover this amount. **Motion to Approve the Transfer of \$66,000 from the Stabilization Fund to the Library Building Fund made by Councilperson Borgstrom, second by Councilperson Coleman with all voting Aye.**

**OLD BUSINESS**

**NEW BUSINESS**

**MAYOR’S REPORT**

The Mayor informed the citizens that the grievance against the city was denied by the arbitrator.

**ADMINISTRATOR’S REPORT**

**Preliminary Budget 2017, Proposed Levy and Resolution** – City Administrator Coleman stated that the preliminary budget is in the packet. Administrator Coleman stated that in adopting this budget tonight the numbers can always be adjusted downwards but cannot go up. The citizens will receive estimated tax bills based on the preliminary budget figure and they will have that information to bring with them to the December meeting when the budget is finalized.

**Motion to Approve the Proposed Levy made by Councilperson Coleman, second by Councilperson Buck with all voting Aye.**

**Motion to Approve the Resolution Approving Preliminary 2016 Tax Levy, Collectible in 2017, made by Councilperson Egler, second by Councilperson Coleman with all voting Aye.**

***Resolution #9.2-16***

***Resolution Approving Preliminary 2016 Tax Levy, Collectible in 2017  
(on file)***

**Policy for Sale, Disposal or Donation of Surplus** – Administrator Coleman stated that with the new law this policy would give the City the option to donate unused materials to nonprofits. Councilperson Borgstrom would like statute emailed to him and the City Attorney agreed to do that. **Motion to Approve the Donation of Surplus Commodities made by Councilperson Egler and second by Councilperson Coleman with all voting Aye.**

**ENGINEER'S REPORT**

Wastewater Treatment Plant – City Engineer Theobald stated that the memo included in the packet recommends awarding the bid to DN Tanks. The project is being done in two phases, the first phase is \$4.2M. The second phase is approximately \$2.4M. Engineer Theobald stated that the lack of a State bonding bill is holding up our PFA funding. We have rolled that funding request over to the next fiscal year so if the State passes the bonding bill in the next session we would be eligible for that funding. Since we need to start the project before the bonding bill is passed the City is looking at temporary funding. There is an 80/20 grant still on the table. Engineer Theobald stated that the City is waiting for the EPA to approve the MPCA permit. Councilperson Buck asked if the bidder will hold this bid until the City receives approval of the permit. Engineer Theobald stated that DN Tanks is looking at holding their bid a little while longer and we can work with them on revising the bid pushing the completion date out farther so that we don't have to rebid this. Councilperson Egler asked about the \$819,000. Engineer Theobald stated that is the connection fee for the City of Mantorville and half has been paid and in addition to that they are paying 17.7% of the construction cost.

**Motion to Approve the Resolution Awarding and Approving Wastewater Treatment Facility Improvements (Phase 1) Bid Contingent upon EPA Approval of the MPCA WWTP Upgrade Permit made by Councilperson Egler, second by Councilperson Buck with all voting Aye.**

***Resolution #9.3-16***

***A Resolution Awarding and Approving Wastewater Treatment Facility Improvements (Phase 1) Bid  
(on file)***

Engineer Theobald stated that the Commerce Drive Project is potentially starting tomorrow with a preconstruction meeting.

**PERSONNEL**

City Administrator Coleman stated that this position was posted internally as per union contract and an interview was held by herself and the Police Chief with the only candidate that applied. The Police Chief is recommending the hiring of Krista Weigel at Grade 7 Step 5, \$22.29 per hour starting on September 19. Councilperson Coleman asked if she can be part time at City Hall if they need help and keep it the way it is now with splitting the jobs. Mayor Johnson stated that she will be full time at the police department.

**Motion to Approve the Hiring of Krista Weigel Effective 9/19/16 at Grade 7 Step 5, \$22.29 per hour, made by Councilperson Egger, second by Councilperson Coleman. Ayes; Johnson, Egger and Coleman Nays: Buck and Borgstrom**

**ATTORNEY'S REPORT**

City Attorney Leth stated that there has been interest renting out old library building and a way to handle this would be to put together a proposed lease that would outline for tenants their responsibilities and the City could put this out for bids. Councilperson Borgstrom asked if we should have the realtor give us a per square foot cost to base the rent on. Councilperson Borgstrom also had someone approach him on using it as a community center. Consensus of the Council was to have Attorney Leth start on a lease agreement.

**CORRESPONDENCE**

LMC Regional Meetings  
    October 27 – Chatfield  
    October 29 – North Mankato  
Dodge County Comprehensive Water Management Plan  
Considering Mainstreet Workshop  
August Police Department Calls  
Cash and Investment Summaries  
Fire Department Report

**ADJOURN:** The meeting was adjourned at 6:31 pm

**ATTEST:**

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

\_\_\_\_\_  
Steve Johnson, Mayor