

KASSON CITY COUNCIL REGULAR MEETING MINUTES
April 13, 2016

5:15 Council Work Session

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

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Clerk Linda Rappe, City Administrator Theresa Coleman, City Engineer Brandon Theobald, Finance Director Nancy Zaworski, City Attorney Leth, Jon Christensen, Chris Abts and Joe Lonzo

Review of 2015: Finance Director Zaworski presented final figures and financials from 2015.

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 13th day of April, 2016 at 6:00 P.M.

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

PLEDGE OF ALLEGIANCE

AGENDA:

Add: New Business – G4 EDA Resolution

Add: Consent agenda – I. Library Pay Estimates

Move: L4 Parade Request to I2 Administrator's Report

Move: F1 Wastewater Operations to K2 Attorney Report – Closed Session

Motion to Approve the Agenda made by Councilperson Borgstrom, seconded by Councilperson Coleman with all voting Aye.

CONSENT AGENDA:

March 23, 2016 Regular Meeting Minutes

Claims processed after the March 23, 2015 regular meeting, as audited for payment

Acknowledgement of Committee and Meeting Minutes
Planning Commission 2-8-16

Conferences:

Linda Rappe	IIMC Annual Conf.	Omaha, NE	May 21-26	\$145.00 approx
Chuck Coleman	LMC Annual Conf.	St. Paul, MN	June 14-17	\$820.00 approx
Todd Kispert	Am. Public Power Assoc.	Shakopee, MN	April 4-6	pd by CMPAS

Evaluations:

Julio Baez	Police Officer	at top of scale
Kent Berghuis	Asst Police Chief	at top of scale

Resolution Certifying Delinquent Claims to County Auditor

Resolution #4.1-16

**Resolution Certifying Delinquent Claims to Taxes
(on file)**

Arbor Day Proclamation

Resolution Appointing Police Reserves

Resolution #4.2-16

**Resolution Appointing Police Reserves
(on file)**

Acknowledge New PT Liquor Store Employee – Kathryn Wilcox

Petition and Waiver from Barbara and Eugene Meyer for backflow preventer

Petition and Waiver from Deb Radke for water line repair

Pay estimates:

Est. #8 Division 1	Custom Construction/Design	\$10,590.60
Est. #5 Division 13	Custom Construction/Design	\$56,715.00
Est. #3 Division 15	Superior Mechanical	\$9,500.00
	Superior Mechanical	\$2,850.00

Motion by Councilperson Buck and second by Councilperson Coleman, with all voting Aye, to approve the consent agenda.

VISITORS TO THE COUNCIL – **Audit Review – Jason Boynton, Smith – Schafer** – Mr. Boynton gave an overview of the audit performed for 2015. The City has an unmodified “clean” audit. Reserves for the general fund are just under \$1.5M, library has \$181K in reserves. Due to a change in retirement reporting the Public Employee Retirement Association (PERA) and the Fire Relief funding is now to be reported in the financial statements, this is not a payable liability and there is no direct impact on the city for the retirements. In the utilities we are building capital reserve and paying down the debt.

Festival in the Park Update – Jon Christensen

Some changes to the Festival schedule are; move obstacle course to Friday night, tug of war will be larger, they have 30 teams signed up so far, move bean bags to NW corner of park to make room for tug of war. The entertainment will be Six Appeal Vocal Band. The Tug of War has requested to have beer in the park so the committee is requesting to have a beer garden. The committee is working with the Fire Department to man the beer garden and they are working on security, fencing, etc. The Mayor asked what the beer garden hours would be. Mr. Christensen stated that is something they are working on and would like Council to talk about the hours and get back to the Committee so they can work together on this. Mr. Christensen stated that the Committee is still working out details and will come back again with a map of the park and more updates to keep the Council informed.

PUBLIC FORUM

PUBLIC HEARING

COMMITTEE REPORTS

Library Building Committee - Art Tiff, Library Director gave an update on the progress of the building of the new Library. The ceiling is done and concrete poured. The concrete needs to be stained and sealed where there is not going to be carpet. Framing and sheet rocking has started and the electrical is moving along. The Architect, Leland Grey, was in town yesterday and met with the Library Board. Director Tiff is requesting \$70,000 from the liquor store fund for furnishings. Councilperson Borgstrom asked where that leaves the budget for the Liquor store. Finance Director Zaworski stated that this will come from the Liquor Store reserves. Councilperson Buck asked if the Liquor Store had plans for their reserves. Director Zaworski stated that there are plans but the Liquor Store Manager is comfortable giving this money from the reserves. Councilperson Borgstrom asked if Director Tiff had a quote for the furnishings. Director Tiff stated that they came up with \$50,000 for furnishing not including shelving. Director Tiff stated that he received shelving free from Lake City and Rochester that is stored in the garage. Director Tiff also bought 11 folding tables from Minnesota Materials Exchange. There is a program on this site called Green Standards, and it is free used furniture for nonprofits. The quote the Library received from Schmidt Goodman was \$61,000 and the librarians found furniture for \$50,000. This was not included in any of the bids for the library. The Library building committee knew they didn't have money for furnishings when they started this project. The Friends of the Library gave them \$23,000 and they can get \$40,000 from the library fund. Councilperson Egger asked about the technology. Director Tiff stated that a AgStar grant provided all the technology except the phone system and the carpet.

Motion to approve the \$70,000 transfer from the liquor store reserves for Library furnishings made by Councilperson Borgstrom seconded by Councilperson Buck with all voting Aye.

Director Tiff stated that carpeting was not planned for the building but they will be taking money that was budgeted for staining and sealing the concrete floor for carpeting. Director Tiff stated that tours of the new building will be on Thursday, April 21 from 4-6pm. Director Tiff stated that some of the Fire Department personnel went through the new building.

Budget report – Finance Director Zaworski gave a brief report on the funds and expenditures for building the new library building only.

Park Board Recommendations:

Councilperson Coleman stated that the Park Board is recommending an increase in wages. The information was not available and will be tabled until next meeting.

Hiring of Aquatic Center Manager and Supervisors: **Motion to approve the recommendation to hire Josh Mitchell, Manager, Nicole Acker and Maia Determan, Kailyn Wigam as supervisors made by Councilperson Coleman, second by Councilperson Egger with all voting Aye.**

OLD BUSINESS

NEW BUSINESS

Mayo Clinic Alley Paving – Mayo is offering the City an opportunity to cost share for portions of the alley behind the Kasson Mayo Clinic. The Mayo Clinic is planning on concreting the alley behind their building and would like to partner with the City to pay 50% of the portions of each end of the alley. The City's share would be approx. \$13,000.

Motion to work with Mayo Clinic made by Councilperson Buck, second by Councilperson Borgstrom with all voting Aye.

Resolution Supporting Reinstatement of Tax Reciprocity for MN and WI – Councilperson Egglar stated that this is from the Southeast Minnesota League Meeting (SEMLM) for support. **Motion to approve the resolution made by Councilperson Egglar, second by Councilperson Coleman with all voting Aye.**

Resolution #4.3-16

**Resolution Supporting Reinstatement of Tax Reciprocity for Minnesota and Wisconsin
(on file)**

Resolution Public Facilities Authority (PFA)– Finance Director Zaworski stated that the City Engineer, WHKS, has submitted the application to Public Facilities Authority and the final portion of the application is a resolution authorizing that our intent to apply for a loan. Director Zaworski stated that the second part of this is for the City Council to determine the use of the connection fees received from Mantorville. Director Zaworski went over the options listed. The Mayor stated that he is uncomfortable making a decision on the loans tonight. Councilperson Buck asked about the loan rate. Director Zaworski stated that it is 1%. City Engineer Theobald stated that these are two separate issues, the resolution and the loan. Engineer Theobald asked the council to pass the resolution tonight and they can get more information and discuss the loans further. **Motion to Approve the Resolution to Apply to the Minnesota Public Facilities Authority for a Loan From the Clean Water Revolving Fund/Drinking Revolving Fund, made by Councilperson Egglar, second by Councilperson Buck with all voting Aye.**

Resolution #4.4-16

**Resolution to Apply to the Minnesota Public Facilities Authority for a Loan from the Clean Water Revolving Fund/Drinking Revolving Fund
(on file)**

EDA Resolution and Loan to 1760 Millwork – Joe Lonzo, CEO of 1760 Millwork is considering purchasing a building and has asked the EDA for a loan and tax abatement. At the Economic Development Authority meeting on Tuesday, April 12, 2016 the EDA recommends to the City Council to lend 1760 Millwork \$90,000 and to abate taxes for ten years not to exceed 2016 city taxes.

Motion to Approve the Resolution Calling a Public Hearing Regarding Tax Abatement in Connection with Joe Lonzo, CEO 1760 Millwork made by Councilperson Egglar, second by Councilperson Coleman with all voting Aye.

Resolution #4.5-16

**Resolution Calling a Public Hearing Regarding Tax Abatement in Connection with Joe Lonzo, CEO 1760 Millwork
(on file)**

Motion to Approve the EDA Loan of \$90, 000 to 1760 Millwork, made by Councilperson Borgstrom, second by Councilperson Egglar with all voting Aye.

MAYOR'S REPORT

ADMINISTRATOR'S REPORT

Quotes for Concrete Work – City Administrator Coleman stated that the City received two quotes for the City concrete work. Quotes were received from Clark Concrete and Stone by Stone. The Council

compared the quotes. **Motion to Approve Stone by Stone to do the City Concrete work made by Councilperson Egger, second by Councilperson Borgstrom with all voting Aye.**

City Administrator Coleman received a request for a road closure from Chris Abts. April 24th there will be a car show at NAPA before the opening the Speedway and they would like to parade the cars from NAPA to the fairgrounds. These cars are not street legal. Administrator Coleman referred Abts to the MNDoT for a road closure since Highway 57 is a State highway. MNDoT stated they need an approval from the City Council for the road closure since the highway is within the City limits. Mr. Abts will be in touch with the Police Department to help with traffic. **Motion to approve the road closure for the car parade made by Buck, second by Coleman with all voting Aye.**

ENGINEER'S REPORT

ATTORNEY'S REPORT

City Attorney Leth reported that there are two separate complaints of the City's Mutual Respect policy, one is close to closure and the other they anticipate closure by the next City Council meeting.

Attorney Leth has met with the arbitration attorney to see if they can be of assistance and were informed that at this point the arbitration attorney has it handled.

Attorney Leth stated that they were asked to preliminarily handle a new grievance and have met with the union representative. A step two grievance was filed on April 5.

Attorney Leth stated that they were asked by City Planner to review two zoning ordinances. One would be a potential new zoning district and the other is the subdivision ordinance requiring the city to put in all of the streets in new subdivisions.

Councilperson Egger stated that someone had asked him if city emails are public record. Attorney Leth stated that most emails that deal with city business from any employee would be public data, there are exceptions with private data that would deal with personnel and such that would not be public data.

CLOSED MEETING FOR ATTORNEY/CLIENT PRIVILEGE - Outcome: The City Council authorized Attorney Leth to respond to the step 2 grievance.

PERSONNEL

CORRESPONDENCE

Dodge County Zoning Amendment

KM Appreciation Breakfast

Post Board

SEMLM Meeting April 27

ADJOURN: The meeting was adjourned at 7:15 P.M.

ATTEST:

Linda Rappe, City Clerk

Steve Johnson, Mayor