

Please go to www.cityofkasson.com for full video

**KASSON CITY COUNCIL REGULAR MEETING MINUTES
August 23, 2017**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 23rd day of August, 2017 at 6:00 P.M.

THE FOLLOWING MEMBERS WERE PRESENT: Borgstrom, Buck, Egler, McKern and Zelinske

THE FOLLOWING MEMBERS WERE ABSENT: None

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, Public Works Director Charlie Bradford, Tessia Melvin, Nick Fitch, Janet Sinning, Richard Johnson, Jaret Severy, Everett Paulson, Tony Bigelow, Dan Ziebell and Tanya Young,

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

PLEDGE OF ALLIANCE

COUNCIL

Add A.2.h DN tanks pay request

I.5 Information Regarding Upcoming Annexation Request

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

CONSENT AGENDA

August 9, 2017 Regular Meeting Minutes

Claims processed after the August 9, 2017 regular meeting, as audited for payment

Evaluations:

Cassie Sullivan Utility Billing Specialist Grade 8 Step 1 Effective 8/6/17

Conferences:

Theresa Coleman ICSC Chicago Deal Making September 27 -28, 2017 \$ travel

Resolution Appointing Police Reserves

Resolution #8.6-17

***Resolution Amending Resolution #2.2-15 Appointing Kasson Police Reserve Unit Volunteers
(on file)***

2017 Street Assessment Project Pay Request No. 3: \$500,522.80 S.L. Contracting, Inc.

WWTP Upgrade - DN Tanks Pay Request #8 \$632,840.04

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

VISITORS TO THE COUNCIL

Tanya Young – Operation Christmas – Ms. Young spoke about Operation Christmas child at St. John’s Lutheran Church. They held their first parade last year and this year they are hoping to do the second annual. They are hoping to get word out more this year. Ms. Young would like suggestions planning a route for the parade on October 8. The Council stated that Ms. Young should come back to a future meeting with a tentative route.

Tessia Melvin – David Drown and Associates – Pay Study – Ms. Melvin went through the process and procedures that they have followed and how to proceed. The council asked questions as to how this works and stated that they did not want to make a decision or approval tonight. Ms. Melvin stated what the next steps would be and they can work on budget impacts, and creating a pay philosophy. A pay philosophy is a comprehensive long term plan and explains the compensation program’s goals and how the program supports the City’s long-range strategic goals. They still have to approve the PT Parks Worker job description and change the Administrative Assistant title to Emergency Services Administrative Assistant. Councilperson Buck brought up that points for certain positions were adjusted in 2013.

PUBLIC FORUM

PUBLIC HEARING

COMMITTEE REPORT

Resolution Approving the Preliminary Plat for Meadowbrooke II – Administrator Coleman stated that a public hearing was held at the August Planning Commission meeting and their recommendation is for approval. Administrator Coleman stated that outstanding fees from Meadowbrooke first will be paid with the Meadowbrooke second plat.

Motion to Approve Meadowbrooke II Preliminary Plat made by Councilperson Zelinske, second by Councilperson Egger with all voting Aye.

Resolution #8.7-17

*Resolution Approving the Preliminary Plat of Meadowbrooke Second Subdivision
(on file)*

Resolution Approving Houston’s First Subdivision Final Plat – Administrator Coleman stated that the Planning Commission held the public hearing at their August meeting and they recommend approval. The development agreement is on the agenda for later in this meeting. **Motion to Approve the Final Plat of Houston’s First Subdivision made by Councilperson Egger, second by Councilperson Zelinske with all voting Aye.**

Resolution #8.8-17

*Resolution Approving the Final Plat of the Houston’s First Subdivision
(on file)*

Resolution Approving Conditional Use Permit for Czaplewski Funeral Home – Administrator Coleman stated that the public hearing was held at the August Planning Commission meeting and the Planning Commission recommended approval with two conditions: that the City Engineer review and approve the final site plans and that the City has no improvements planned for 8th Ave

SE north of 7th St SE, and the City may vacate street with provisions for utility and access easements.

Motion to Approve a Conditional Use Permit to Allow for A Funeral Home at 801 7th St SE made by Councilperson Zelinske, second by Councilperson Buck with all voting Aye.

Resolution #8.9-17

***Resolution Approving a Conditional Use Permit to Allow for Funeral Home at 801 7th St SE, Kasson MN
(on file)***

Resolution Approving Conditional Use Permit for Stannard, Rental Storage Units – Administrator Coleman stated that the public hearing was held at the August Planning Commission meeting and conditions applied were: a useable dust-proof condition shall be provided within one year of initial construction with the potential for an extension of up to one additional year and that the building permit include grading, lighting and site plans. **Motion to Approve the Resolution for a Conditional Use Permit to Allow for Rental Storage Units at 800 7th Street SE made by Councilperson Egger, second by Councilperson Borgstrom with all voting Aye.**

Resolution #8.10-17

***Resolution Approving a Conditional Use Permit to Allow for Rental Storage Units at 800 7th St SE, Kasson, MN
(on file)***

OLD BUSINESS

Purchase Agreement for Street behind the Liquor Store – Administrator Coleman stated that these are the terms discussed at closed session. Attorney Leth stated that the owner agreed and did not counter offer. **Motion to Approve the Purchase Agreement made by Councilperson Buck, second by Councilperson Egger with all voting Aye.**

NEW BUSINESS

Budget Questions and Discussion – Finance Director Zaworski stated that pay study results are not included in the preliminary budget. The council agreed to leave it out. Mayor stated this is at approximately 7% right now and he would like to get this down to 0%. City Clerk Rappe stated that there will potentially be a large increase in insurance for 2018. Director Zaworski invited all council to stop by or email with questions.

MAYOR'S REPORT

Appointee to the Member's Advisory Committee for People's Energy Cooperative – Administrator Coleman stated that People's Energy Cooperative serve a portion of customers within the city limits of Kasson. Mayor McKern stated that Councilperson Egger has volunteered. Councilperson Buck asked if the Electric Supervisor would be interested. Administrator Coleman stated that he knew about this and has not expressed interested. **Motion by Councilperson Zelinske, second by Councilperson Egger with all voting Aye to Appoint Councilperson Egger as the City representative.**

ADMINISTRATORS REPORT

Ordinances 150 & 151 Building and Mobile Homes – Administrator Coleman stated that the Planning Commission has been going over the ordinance and has approved the attached changes to the ordinance. The City Attorney has approved these changes. **Motion to Approve the changes to**

chapters 150 and 151 made by Councilperson Borgstrom, second by Councilperson Buck with all voting Aye.

Ordinance 71 Motorhomes and Camping Trailers – This portion was taken out of the zoning ordinance and reworked. Councilperson asked if the police department would monitor this or would this be monitored on a complaint basis. **Motion to Approve Ordinance 71 made by Councilperson Buck, second by Councilperson Egger with all voting Aye.**

Summary Publication of Ordinance – Motion by Councilperson Borgstrom, second by Councilperson Buck to approve the summary publication with all voting Aye.

Possible Change of Date for Meeting before Thanksgiving - The Council would like to keep meeting the same day.

Possible Annexation Request – A property west of 235th Ave has approached the city about getting water from the city. Administrator Coleman met with the City Engineer, The Public Works Director and the Water/Wastewater Supervisor and it would be possible to provide them with water service and the City would ask them to annex into the City. A petition and waiver would include verbiage that should that road ever be developed they would get assessed for their land abutting the township road.

ENGINEER'S REPORT

Accepting 2017 Pavement Maintenance – Lot Behind Liquor Store - City Engineer Theobald presented the quotes and recommends contracting with SL Contracting with a completion date of November 1. **Motion to Approve the Resolution Awarding and Approving 2017 Pavement Maintenance – Lot Behind Liquor Store Quotes made by Councilperson Buck, second by Councilperson Egger with all voting Aye.**

Resolution #8.11-17

A Resolution Awarding and Approving 2017 Pavement Maintenance – Lot Behind Liquor Store Quotes (on file)

Trunk Highway 57 Improvements with MnDOT - Engineer Theobald updated the Council on the discussions that the City has had with MnDOT on Highway 57. In 2022 MnDOT has scheduled a project and the City has some issues with utilities in the area. The City has approached them with a 2021 program to align MnDOT needs with the City's need. This is just informational at this point. This would be a City lead project.

East Main Street Storm Sewer - Engineer Theobald proposed a revised alignment map and stated that with this alignment an additional drainage for the water on East Main street. Engineer Theobald stated that we would fold this cost into the MnDOT project. Engineer Theobald stated that he estimates that this would be approximately \$20,000 more than the original plan and estimate. The Council directed Theobald to bring back a plan set.

PERSONNEL ATTORNEY

Development Agreement – Houston’s First Subdivision – Attorney Leth stated that the change is who the owner of the property is. Reference to individual names was taken out and replaced with Paradise Brothers LLC. To insure that the streets are completed to the City’s satisfaction it was included in the development agreement that the engineer will bring this back to Council at completion for Council approval and there will be a one year warranty. **Motion to Approve the Development Agreement made by Councilperson Borgstrom, second by Councilperson Buck with all voting Aye.**

Closed Session – Attorney/Client Privilege –

Meeting closed at 7:36 to discuss litigation strategies regarding the assessment challenges and the Swenke/lms lawsuit.

Meeting reopened at 7:37 the Mayor stated that the two litigations were discussed and there is no outcome at this time.

CORRESPONDENCE

Correspondence was reviewed

ADJOURN 7:38

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor