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**KASSON CITY COUNCIL REGULAR MEETING MINUTES
December 13, 2017**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 13th day of December, 2017 at 6:00 P.M.

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

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Administrator Theresa Coleman, City Attorney Melanie Leth, City Clerk Linda Rappe, City Engineer Brandon Theobald, Finance Director Nancy Zaworski, Fire Chief Joe Fitch, Deputy Fire Chief Chris Seljan, Melisa Ferris, Richard Johnson, Candy McKern, Jason Wilker, Everett Paulson, Tim O'Morrow, Elaine Coulter, Jerry Berg, Elizabeth Armstrong, Colleen and Steve Jacobson, E.J. Allen, Luke Barth, Bjorn Knutson, Reese Stemper, Hallie Newell, Keith Ormand

Mayor McKern called the meeting to order at 6:00PM

PLEDGE OF ALLIGIENCE

COUNCIL

APPROVE AGENDA

Remove G.2.ii

Amend G.2.i Amended

Add: Presentation by the Finance Director during Visitors

Add: Closed session as F.3 for Labor Negotiations

Add I.3 Allison Rideout Utility Bill

Remove 2.f.2 Futurist Conference

Add: G.3 Jason Wilker Permit per Councilperson Borgstrom

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

CONSENT AGENDA

November 22, 2017 Regular Meeting Minutes

November 17, 2017 Special Meeting Minutes

Claims processed after the November 22, 2017 regular meeting, as audited for payment in the amount of \$431,253.32

Acknowledge Committee Minutes:
Park Board Minutes 11-21-17 DRAFT

Liability Coverage Waiver form

Conferences:

Theresa Coleman	APPA CEO Roundtable	Feb. 11-13, 2018	Phoenix, AZ	Cost: \$0
Linda Rappe	IIMC Region VI Mtg	Jan 19-20, 2018	Decorah, IA	Cost \$60

Amusement License Renewals;
Events by Saker
Pete's Repeat
American Legion Post #333

Pay Request No 3 Swenke Ims So Mantorville Ave Project \$41,975.37

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

VISITORS TO THE COUNCIL

Finance Director, Nancy Zaworski – Director Zaworski stated that in September the Council set the preliminary levy at 8.8%. Which was certified to the County and reflected on the tax estimates that were sent out by the County. The Council has reduced this to a 0% increase. Director Zaworski presented budget increases since 2003 and the local government aid the City receives compared to other cities around Kasson. Director Zaworski stated that if citizens have a question about their valuation on their tax statement they should go to the open book meeting at the County in April.

PUBLIC FORUM

Elaine Coulter – 590 Golfink Lane, Longville Key, Florida, - Ms. Coulter has paced her property at 70 paces and does not understand why Steve Johnson who is at 160 paces is only getting billed at a 1 and he is on a corner and has both streets being reconstructed. The Dursts are 140 paces and they are paying the same as she is being billed. The old elementary school is short \$20,000 of being billed what they should be billed. Who will pay for the difference? Mayor McKern stated the short come will be spread out over all of the city residents and the public hearing was held back in April and there is nothing that can be done about this now. Ms. Coulter cannot see why some are being favored over others.

Jerry Berg – 506 5th Ave NW – Mr. Berg didn't understand why he was paying interest on his assessments when he never got a bill saying when it was due. Director Zaworski stated that the assessment notice that was mailed gave all of the information of when and how to pay the assessment. He is upset because he didn't get a bill and if he got a bill it would have been paid. Mayor McKern stated that he will look into this and get back to Mr. Berg.

Jason Wilker – 308 10th St, Byron but owns a business at 1103 8th Ave NW – Mr. Wilker is trying to expand his business and is asking for a permit to add on to his building to clean the property up and get his equipment indoors.

PUBLIC HEARING - None

COMMITTEE REPORT

Planning Commission - Meeting 12-11-17

Images - Variance – Resolution – The Planning Commission denied this variance on Monday, December 11 at their meeting. Steve Jacobson is present to appeal the Planning Commission recommendation. Steve Jacobson representing Images on Metal stated that the difficulty of the property is the shape and that there is a large utility easement. Mr. Jacobson handed out a survey of the property. They are asking for a variance to the west and rear setbacks. They are asking for a rear variance of 4 feet into the setback and 11 feet into the west setback. Councilperson Zelinske stated that he believes this does follow and meet city code 154.030 4 (a-e) and stated that the 40 foot easement in the front is an encumbrance. Councilperson Zelinske sees no issue with this and thinks the Council should approve it. Councilperson Borgstrom stated that the difficulty needs to be created by the land and not by the owner. Attorney Leth went through the variance criteria and in her opinion this request meets the criteria. **Motion to Approve the Variance made by Mayor McKern, second by Councilperson Egler. Ayes. Egler, McKern and Zelinske; Nay: Borgstrom and Buck Motion passed.**

Park Board Minutes Draft from 11-21-17

Life Jacket Policy – Motion to Adopt the Life Jacket Policy made by Councilperson Buck, second by Councilperson Egler with all voting Aye.

Hire Adult BB League Supervisor – Motion to Approve Hiring Adult Basketball League Supervisor Arnoldo Menchaca, made by Councilperson Buck, second by Councilperson Zelinske with all voting Aye.

OLD BUSINESS

Resolution Authorizing TAP Grant Application for SRTS – Engineer Theobald stated that this is to authorize him to continue and at the last meeting there was not consensus with the council. Do we want to proceed with the projects in the scope of the grant application or do we want to scrape for the time being. This is a \$300,000 with a \$150,000 match from the City and the school, although they haven't committed yet. Mayor McKern asked if the City has to do what is in the application. Engineer Theobald stated that this will be scored against other projects and if we change the scope of the project it could be a gray area. Mayor McKern stated that this is a project that would not happen for four years. Councilperson Zelinske stated that when 16th St NE is paved to County 15 he sees that the intersection of 16th St and 5th Ave NE being very busy and possibly needing a stoplight or a timed crosswalk and the bumpouts would not be needed. Mayor McKern agreed that is already a very busy street and the second busiest intersection in Kasson. Theobald stated that if the Council would like to still apply he will look into some other options. The consensus of the Council is they want to do something and for Theobald to bring back another option. **Motion to Approve the Resolution Authorizing the TAP Grant Application for SRTS made by Councilperson Egler, second by Councilperson Zelinske with all voting Aye.**

Resolution #12.1-17

A Resolution Approving Staff to Draft an Application for Transportation Alternatives Program (TAP) Funding For Kasson-Mantorville Schools Safe Routes to School Projects (on file)

Compas 5 x 16 Agreement

Administrator Coleman stated that the council agreed, in theory, to the new electric contract and based on the 11 of the 12 cities in Compas, Compas has lined up the electric product on our behalf

and the agreement just needs to be signed. **Motion made by Councilperson Buck second by Councilperson Egger with all voting Aye to Approve the Agreement with Compas.**

Closed session for Labor negotiations. – The Mayor closed the meeting for a labor negotiation update – 6:37PM

Meeting re-opened at 6:49PM with a **Motion to give Mayor McKern the Authority to Mediate on the City's Behalf made by Councilperson Borgstrom, second by Councilperson Zelinske with all voting Aye.**

NEW BUSINESS

2018 Levy & Budget

Public Input – Jerry Berg 506 5th Ave NW – Mr. Berg stated the arena is an enterprise fund and asked how they are doing. Finance Director Zaworski stated that technically the arena is an agency fund and we are joint with the County and they are doing well and almost broke even this year. Mayor McKern stated that this is also under park and recreation and you don't always make money on the parks. Mr. Berg asked about payment from the school for the SRO. Director Zaworski stated that the City bills them twice a year and the school district pays 65% of the SRO's salary which goes in other local grants line on the police revenue side of the budget.

Closed public input

Resolution Approving Final 2017 Tax Levy – 0% increase. **Motion to Approve made by Councilperson Buck, second by Councilperson Borgstrom with all Voting Aye.**

Resolution #12.2-17

*Resolution Approving Final 2017 Tax Levy Collectible in 2018
(on file)*

Approve 2018 Budget – Councilperson Egger asked what happens if something comes up that is not budgeted where does the money come from. Mayor McKern stated that they didn't cut anyone's budget they just didn't increase any. **Motion to Approve the 2018 Budget made by Councilperson Egger, second by Councilperson Zelinske with all voting Aye**

Resolutions Approving Assessments

2017 Petitions and Waivers – amended – Administrator Coleman stated that these are two people who have petition and waivers for work that has been done on their property. **Motion Adopting the Resolution made by Councilperson Buck, second by Councilperson Zelinske with all voting Aye.**

Resolution #12.3-17

*Resolution Adopting Assessment
(on file)*

Jason Wilker – Councilperson Borgstrom was contacted by Jason Wilker about expanding his existing building, Mr. Wilker is trying to get his permit moving forward. Councilperson Borgstrom stated there was a conditional use on this property in 2010 and it was never recorded. Mayor McKern confirmed with Councilperson Borgstrom of his intention to approve a permit tonight to move forward with the project. Mr. Wilker stated that he wants to add on to his building, he would like to get his equipment inside and grow his business. Mr. Wilker has two parcels, one that the building sits on and another that surrounds his building. Mr. Wilker believes that he has met the conditions of the conditional use permit. Mr. Wilker stated that the County will allow him to

combine both pieces of property and he has started that process, this will allow for the setbacks. Attorney Leth stated the conditional use permit would have to back to planning commission if the issue is with the conditional use permit. Administrator Coleman stated the city council approved a cup in 2010 with 8 conditions. Administrator Coleman stated that if the Council decided the conditional use permit is in place then a minor subdivision would have to be done to be able to meet the setbacks. Mayor McKern doesn't see the City getting in the way. Attorney Leth stated that she is not sure that the County has the authority to combine City lots. Councilperson Borgstrom asked if we can get these recorded tomorrow. The Attorney stated we would need the appropriate signatures but the Council would have to authorize the current zoning administrator to sign and it could be recorded. Mayor McKern made a **Motion to have the Conditional Use Permit Recorded Tomorrow and Set a Public Hearing for a Minor Subdivision for the January 8, 2018 Planning Commission, second by Councilperson Buck with all voting Aye.** The outcome of the public hearing will be on the council meeting on the 10th.

MAYOR'S REPORT

Mayor McKern thanked Councilperson Borgstrom for running the last meeting when he was absent. The water tower meeting is in the council chambers at 5PM on Thursday, December 14, Councilpersons Zelinske and Borgstrom will be there.

Mayor McKern announced that he will be taking applications for open positions on committees – there are two openings on EDA and one on Planning Commission.

Mayor McKern stated that he will ask for follow up at the end of each meeting for each Councilperson to be able to ask for follow up at the next Council meeting.

ADMINISTRATORS REPORT

Experienced Officials Conference, January 26-27 in Brooklyn Park – Please let staff know if you are interested in attending.

Federal Participation in Construction

This formalizes the process with MnDOT that if the City gets federal dollars for a project MnDOT can accept those dollars on the City's behalf and distribute them.

Motion to Approve the Resolution as amended with the comma on page six made by Councilperson Egger, second by Councilperson Zelinske with all voting Aye.

Resolution #12.4-17

***Resolution for Agency Agreement
(on file)***

Allison Rideout Utility Bill – The City has made adjustments three times to her account. There was a problem with her water meter reading that included an extra digit so the City made adjustments for August and September. We had an upgrade to software in June and we made an adjustment. The City has removed late fees. Ms. Rideout is challenging her move in date and all bills that she has gotten and is still feeling unsatisfied. Administrator Coleman asked the Council to remove the \$115.17 to coincide with the move in date Ms. Rideout states that she was in. Mayor McKern asked for documents from Ms. Rideout as to when she moved in. The Council instructed Administrator

Coleman to remove that charge if Ms. Rideout provides a settlement statement that shows a different possession date than what the City already shows.

ENGINEER'S REPORT

2018 Sidewalk – North side of County 34 – City Engineer Theobald stated a request was made to add this sidewalk and he would like to use the 2018 sidewalk budget. This was brought to light by a citizen who contacted Councilperson Buck. This would be \$25,000, Theobald will work with the County Engineer to see if they will participate in curb and gutter. Mayor McKern stated that this fits with the comprehensive plan proposal. Councilperson Buck suggested signage for a crosswalk.

PERSONNEL

Approve Firefighter's move from Probationary Firefighter to Firefighter – Motion by Councilperson Egger, second by Councilperson Buck to Approve moving Probationary Firefighters Mickow, Gannon and Freerksen to Firefighters with all voting Aye.

Move PT Library Assistant to FT effective January 1, 2018 – Mayor McKern stated that this was in the budget and since the new Library has opened the library traffic is higher. **Motion to Approve Moving Parttime Library Assistant to Fulltime as of January 1, 2018, made by Councilperson Zelinske, second by Councilperson Egger with all voting Aye.**

Approve Administrative Assistant up to 40 hours – Administrator Coleman stated that she and the city clerk have talked about ways to get on track and work through the subdivision ordinance and utilizing the administrative assistant more would free up some of their time. This position is in the budget. **Motion to Approve the Administrative Assistant up to 40 hours made by Councilperson Zelinske, second by Councilperson Egger with all voting Aye.**

ATTORNEY

Closed Session – Attorney/Client Privilege – Sale of Real Estate and Litigation Strategy 7:58
Open at 8:25 The Mayor stated there is no further immediate action at this time.

CORRESPONDENCE

Correspondence was reviewed

Return to next agenda – Discussion on 2017 Street Assessments

ADJOURN 8:27PM

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor