

KASSON CITY COUNCIL REGULAR MEETING MINUTES

May 9, 2018

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 9th day of May, 2018 at 6:00 P.M.

THE FOLLOWING MEMBERS WERE PRESENT: Borgstrom, Buck, Egger, 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, Everett Paulson, Candy McKern, Lisa and Gary Dorschner, Ron Carlson, Cody Polgalz, Karen DuCharme and Buffy Beranek

COUNCIL

Approve agenda

Add: I.6 Update on water tower repair

Add: B.4. Ron Carlson

Add: F.2 discussion on Shopko lot

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

Consent Agenda

Claims processed after the April 25, 2018 regular meeting, as audited for payment in the amount of \$491,981.99

Conferences:

- | | | | |
|---------------|--|----------|----------------|
| 1. Jason Peck | Mentoring & Coaching Employees Nov 14-15 | St. Paul | \$250 + travel |
| 2. Jason Peck | Employee Misconduct & Discipline Nov 7-8 | St. Paul | \$250 + travel |

Acknowledge Minutes:

Park Board Minutes DRAFT

EDA Minutes March 6, 2018

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

VISITORS TO THE COUNCIL

DMC Update - Cody Pogalz provided an update on DMC and their initiatives and priorities.

SEMMCHRA – Small Cities Development Program – Buffy Beranek and Karen DuCharme represented SEMMCHRA. They explained their Community Development Program and would like to write a small cities grant and feel confident that they could get a \$1M grant. It is a two year process. They are asking \$10K as an investment only if the grant is funded. This is for rehab only, it is the city's grant and SEMMCHRA manages the funds and approves the projects and if all money isn't used the money goes back to the state. If we are turned down for the grant we are not obligated to pay the \$10K.

Gary Dorschner – Driving Golf Carts w/o a valid License –Is asking for special permit to drive a golf cart or atv since he has a condition that prevents him from having a valid driver’s license. He has a physicians’ statement.

Ron Carlson – Administrator Coleman stated that they are meeting tomorrow morning with the City Engineer and David Martin from Massey Surveying to go over his plan. Engineer Theobald stated that there is a lot to work through tomorrow.

PUBLIC FORUM

PUBLIC HEARING

COMMITTEE REPORT

OLD BUSINESS

Letter from Dover Fire Relief – Administrator Coleman stated that this is the letter that the Council requested at their last meeting; when they did not approve the check from the City to the Kasson Fire Relief from funds received from Dover Fire Relief. Councilperson Borgstrom made a motion to return the check to Dover relief association. Following discussion, the Council agreed to not approve the check that was written from the City of Kasson to Kasson Fire Relief. Councilperson Borgstrom withdrew his motion.

Shopko lot – Attorney Leth confirmed that the real estate sale is final. Engineer Theobald noted that Mr. Carlson will have to work with his engineer to get the proper flood way documentation in place.

NEW BUSINESS

Resolution Declaring City as SCDP Applicant – Motion to Approve the Resolution made by Councilperson Zelinske, second by Councilperson Egglar with all voting Aye.

Resolution #5.1-18

Declaring the City of Kasson as the Applicant and Partner for the Proposed Kasson Comprehensive SCDP Rehabilitation Projects Contained in the Community Finance Preliminary Proposal (on file)

Discussion of Golf Cart Ordinance - Administrator Coleman stated that she will work on the wording in the ordinance and bring it back to the next meeting.

MAYOR’S REPORT

Mayor McKern gave an update on the Library roof.

ADMINISTRATORS REPORT

Housing Study Update – Administrator Coleman stated that no action is required. The Dodge County Board of Commissioners is providing the last \$2,000 so the study may stay on schedule.

Manpower Rate – Administrator Coleman stated that Manpower is increasing their rate for the city hall employee.

Ice Arena Refrigeration – Kelly O’Marro, Integrated Technology, has submitted a proposal for the Ice Arena Refrigeration Evaluation. Administrator Coleman clarified that the proposal is for engineering. **Motion to Approve the Proposal made by Councilperson Borgstrom, second by Councilperson Buck with all voting Aye.**

Draft Comprehensive Plan – The open house is 5:30PM Monday, and the Planning Commission will hold the public hearing at 6:30PM; all held at City Hall in the Council Chambers.

Written Consent to Remove Plantings – **Motion to provide April Paulson with written consent to remove the rose bush made by Mayor McKern, second by Councilperson Buck with all voting Aye.** Councilperson Zelinske emphasized that the agreement states that this is city property and the city will take care of their property. Mayor McKern would like to allow volunteers do landscape maintenance. Administrator Coleman and Councilperson Zelinske will meet with the Water Tower Committee.

Water Tower Repair Update – Administrator Coleman stated that May 29 will be the start date. The company doing this work will also meet with Park Director at 10AM on Monday to look at the WPA pillars at the Aquatic Center.

ENGINEER’S REPORT Sidewalk Width – Engineer Theobald stated that previous City Council action was to change the sidewalk width to 5 feet to meet ADA Requirements. Engineer Theobald does not agree that driveways meet ADA requirements for passing lanes. Engineer Theobald listed cities surrounding Kasson that require 5 foot sidewalks. Mayor McKern expressed concerned about where/when the 5 foot sidewalks start. Administrator Coleman will take an inventory of building permits and permit dates for sidewalks not yet installed. Engineer Theobald added a need to include sidewalks in the inspection process.

PERSONNEL

ATTORNEY

Minutes from 4-25-18 City Council Meeting – Attorney Leth stated that after closed session at last meeting only the total of Library settlement was given. Attached is a breakdown for insertion in the minutes. **Motion to Approve the Minutes with Clarification Regarding the Library Settlement made by Councilperson Egger second by Councilperson Zelinske with all voting Aye.**

Blaine Development Agreement – Attorney Leth referred to the letter from Rosemary Blaine with a request to reduce the retainage from 10% to 5%. Attorney Leth has no problem with this request. Per state statute the limit is now 5%. The second request in the letter is asking the Council to reduce the irrevocable letter of credit by \$12, 773. Attorney Leth advised the Council not to honor this request. Engineer Theobald and Councilperson Borgstrom clarified the difference between the retainage and the letter of credit. **Motion by Councilperson Zelinske to Reduce the Retainage to 5% per State Statute and Leave the Letter of Credit at 10% through the warranty period, second by Councilperson Egger with all voting Aye.**

Closed for Litigation Strategy – 2017 Street Assessment Project
Meeting closed at 8:11PM

Meeting reopened at 8:21PM Mayor McKern stated the Council received an update from attorney and provided some guidance. **Mayor McKern made a Motion to Waive any Interest After January 1, 2018, due to paperwork delays on the Dubbels' 2017 Street Assessment Settlement, second by Councilperson Egger with all voting Aye.**

CORRESPONDENCE - Correspondence was reviewed

ADJOURN 8:22PM Motion by Councilperson Borgstrom, second by Councilperson Egger with all voting Aye to Adjourn.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor