

Please go to www.cityofkasson.com for full video

KASSON CITY COUNCIL REGULAR MEETING MINUTES
January 10, 2018

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 10th day of January, 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 Tim Woessner, City Clerk Linda Rappe, City Engineer Brandon Theobald, Finance Director Nancy Zaworski, Candy McKern, Everett Paulson, Rich and Michelle Massey, Jerry Berg, Chuck Coleman and Dean and Terri Schuette

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

APPROVE AGENDA:

Remove B.1 – Visitor Sarah Middleton

Remove E.1.a Conditional Use Permit for Jason Wilker

Add f.2 – Chicken Ordinance Amendment

Remove L.2 Closed Meeting

Add: K.1 Tentative Labor Agreements

Add: F.3 Shopko lot – per Councilperson Borgstrom

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

CONSENT AGENDA:

Minutes from December 13 Regular Meeting

Minutes from December 20 Regular Meetings

Claims processed after the December 20, 2017 regular meeting, as audited for payment in the amount of \$1,364,121.66

Conferences:

Linda Rappe – Mn Clerks and Finance Officers Annual Conf Mar 20-23 Minneapolis \$275

Jan Naig – Mn Clerks and Finance Officers Annual Conf Mar 20-23 Minneapolis \$275

Dodge County Assessment Agreement

Resolution Authorizing Investment of Funds and Designation of Official Depository

Resolution #1.1-18

***Resolution Authorizing Investment of Funds and Designation of Official Depositories for the City of
Kasson
(on file)***

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

VISITORS TO THE COUNCIL

Allison Rideout – Utility Bill – not present

PUBLIC FORUM

PUBLIC HEARING

COMMITTEE REPORT

Planning Commission

Hack's Subdivision Request – Attorney Woessner requested to move this to next meeting to familiar himself with it. Councilperson Borgstrom stated that he believes this was all taken care of at Planning Commission and there are no issues. Councilperson Zelinske stated that he believes the City Attorney misunderstood the lots 1 and 2. Councilpersons Borgstrom and Zelinske, the Planning Commission representatives, are satisfied with the outcome. Administrator Coleman stated that a resolution will come to the next meeting and was waiting for the Attorney to review the recommendation since she was asked to give an opinion. Councilperson Borgstrom made a motion to approve the Hack's Subdivision request. Councilperson Zelinske asked Mr. Massey if he is ok to wait until the next meeting, Mr. Massey stated it is ok if there are no more stipulations added beyond what the Planning Commission stated. Councilperson Borgstrom withdrew the motion.

Library Board Update – Mayor McKern stated that there was a meeting last night and a lot was discussed. The Library staff have their planning for 2018 set up.

OLD BUSINESS

CEDA Contract – Administrator Coleman stated that the Council asked for this to come back after the evaluations were done and three were returned. Councilperson Borgstrom asked to see the evaluations and to bring this back to the next meeting.

Chicken Ordinance – Administrator Coleman stated that this is per the Council recommendations at a previous meeting. The lot size is double the required square footage in an R-1 zoning district, at 15,840 sf, if the Council would like it larger they could use double the R-3 lot requirement that would be 16,000sf. **Motion to Approve the Amended Ordinance as presented made by Councilperson Buck, second by Councilperson Egler with all voting Aye. Motion to Approve the Abbreviated Publication made by Councilperson Egler, second by Councilperson Buck with all voting Aye.**

Shopko lot – Councilperson Borgstrom asked if the Council had asked to have the City owned lots surveyed. Councilperson Zelinske stated that he thought they agreed they should but doesn't think anything was pushed forward. Rich Massey explained the different types of surveys. Councilperson Borgstrom would like property pins located and asked what a simple survey would cost. Engineer Theobald stated it could be around \$1500. **Motion by Councilperson Borgstrom to have a Simple Survey of the City Owned Lots in Front of Shopko to be Performed by WHKS, second by Councilperson Buck with all voting Aye.**

Councilperson Borgstrom questioned the access for the lots in front of Shopko. Administrator Coleman was contacted by Rhonda Allis, the Planning Director for MnDOT. Ms. Allis had indicated that if there is another access from Hwy 57 or 4th St SW, an existing access would be closed. Mayor McKern would like to know who she was contacted by and MnDOT's jurisdiction over access to City streets. Councilperson Borgstrom requested contact information. Mayor McKern stated that the first offer is requesting access from the Shopko lot which is another matter. Administrator Coleman stated that she has reached out to contacts from Shopko.

NEW BUSINESS

Transportation Alliance – This is a renewal. **Motion to Approve the Renewal of the Transportation Alliance made by Councilperson Buck, second by Councilperson Borgstrom with all voting Aye.**

City Attorney Contract – There are no changes from last year's contract. Councilperson Borgstrom asked about the Attorney's attendance at Council meetings. Administrator Coleman stated that on the first contract in 2016 the City had two options for the City Attorney, it was a flat rate or an hourly rate and the city has come out better with the hourly rate. Councilperson Borgstrom does not believe that it is necessary to have the Attorney attend all Council meetings. Councilperson Buck stated that if we have stayed within the yearly price with everything the City has had going on that is good but this would be worth looking into if we didn't need the Attorney at every meeting. Administrator Coleman will make a comparison. **Motion to Approve the Attorney Contract made by Councilperson Borgstrom, second by Councilperson Buck with all voting Aye.**

MAYOR'S REPORT

Committee/Board/Commission Appointments

The Mayor had the following appointments:

Park Board – Re-appoint Doug Buck as Council Liaison, re-appoint Jason Farnsworth, and appoint Chuck Coleman to Terry Meyers vacated position. Thanked Terry Meyers for his service.

EDA – Re-appoint Chris McKern and Dan Egger s Council Liaisons, re-appoint Mike Peterson, appoint Tom Monson to Julie Olmsted's vacated position. There are still two open positions. The Mayor would like a Chamber appointee and has two other interested. Thanked Julie Olmsted, Mike Langan and Jeff Stevenson for their service.

Library Board – Re-appoint Chris McKern as Council Liaison

Planning Commission - Re-appoint Coy Borgstrom and Lonnie Zelinske as Council Liaisons, appoint Joe Fitch to fill Mark Sannes vacated position and thanked Mr. Sannes for his service.

Acting mayor – Coy Borgstrom

Attorney - Weber, Leth and Woessner

Zoning administrator – City Administrator - interim

City Engineer – WHKS

Building Official – Jay Kruger

Consulting Engineer – on a per project basis

Weed Inspector – Public Works Director

Emergency Management Coordinator – Matt Maas – Dodge County

Official Newspaper – Dodge County Independent

Chicken inspector – Coy Borgstrom

Liquor Store Committee (as needed) – Matt Bradford, Derek McMurchie, City Administrator, Coy Borgstrom
Emergency Services – TBD
Historic Water Tower - TBD
Personnel Committee – Chris McKern, City Administrator and the Appropriate Department Head.

Councilpersons Borgstrom and Buck have an issue with Joe Fitch being on Planning Commission and being Fire Chief, and believe that Mr. Fitch has meetings already on Monday nights. Mayor McKern will remove this appointment for now.

Motion to Approve all Appointments less the planning commission appointment of Joe Fitch made by Councilperson Borgstrom, second by Councilperson Buck with all voting Aye.

Schedule March Planning Session – March 17 at 8:00AM at the Public Works Building.

ADMINISTRATORS REPORT

SEMLM Meeting – Please let Administrator Coleman know if you are interested in AM or PM sessions or both and she will register you by January 18. Councilperson Egglar will go to the evening session.

Semcac Agreement

The City allocated \$10,000 and Semcac spent \$4,000 in 2017. This is for low income households. This agreement adds a weatherization component and there was a requirement that any appliance that was replaced had to be 10 years old, that has been removed. The other piece that Semcac was applying is that it was limited to one appliance per household and that was removed.

We have to spend 25% of 1.5% of our gross income on low income programs. **Motion to Approve the Agreement made by Councilperson Egglar, second by Councilperson Zelinske with all voting Aye.**

ENGINEER'S REPORT

TH 57 Improvements

Preliminary Layout

Cost Opinion

Request motion to sign Letter of Intent

Engineer Theobald presented the preliminary layout and cost opinion. The City submitted a grant and was given the grant in the amount of \$3.2 million. This will encompass Highway 57 from the Veterans Memorial Parkway intersection to 11th St NE just north of the Fairgrounds. Costs participation breaks down to: the roadway cost will be 95% MnDOT, 50/50 lighting and ascetics and traffic signal, sidewalks 100% MnDOT, storm sewer city pays 75%, city pays 100% of utilities, city would pay 75% of curb and gutter from fairgrounds to 11th St NE. This is a one phase project, \$5.8M total with \$3.2 MNDOT and \$2.6 City cost. The city has been awarded the 3.2M and MnDOT needs the letter of intent signed. Engineer Theobald stated that now is the time to turn back it will get expensive to turn back after this. This project starts 2021. Finance Director Zaworski stated that there will be debt coming off at this time.

Motion to Approve Signing the Letter of Intent made by Councilperson Egglar, second by Councilperson Zelinske with all voting Aye.

16th Street Extension

This would be 16th St going to the west from Highway 57 to County 21. MnDOT is not interested in accesses from Highway 57 and suggested backage roads. Mr. Schuette was in attendance and is interested in this subject since he has land he would like to develop on the south side of what would be 16th St NW. Engineer Theobald stated that the feasibility report would pin down some of the details and how to pay for this to bring back to the Council. After this is done then the City could look at MSAS funds and other possible funding. The feasibility report would be about \$5,000 for WHKS to put together. Councilperson Zelinske is concerned with the creation of more traffic without having a control. **Motion to Give Direction for City Engineer to Move Forward with Feasibility Study made by Mayor McKern, second by Councilperson Egger with all voting Aye.**

Safe Route to School Application

Engineer Theobald stated that this application has to be submitted on Friday. K-M School is only agreeing to pay \$60K of local match of \$150,000. This is a 2022 project and would be a one year project. This is a competitive grant not guaranteed. Councilperson Borgstrom would like to make sure that if there are any savings in this project that it comes back to the City since the City is paying more than the School. **Motion to Accept the KM School to Contribution Capped at \$60K and the City will realize any savings if there are any made by Councilperson Buck, second by Councilperson Zelinske with all voting Aye.**

Motion to Approve the Resolution Authorizing Submittal of a Grant Application made by Councilperson Egger, second by Councilperson Borgstrom with all voting Aye.

Resolution 1.2-18

*A Resolution Authorizing Submittal of A Grant Application for The Greater MN Transportation Alternatives Solicitation For K-M Safe Routes to School Project.
(on file)*

Motion to Approve the Resolution Agreeing to Maintain Facilities for Safe Routes to School Project made by Councilperson Borgstrom, second by Councilperson Buck with all voting Aye.

Resolution 1.3-18

*A Resolution Agreeing to Maintain Facilities for K-M Safe Routes to School Project
(on file)*

PERSONNEL

Tentative Labor Agreements – Mayor McKern gave highlights of the three union tentative agreements of a general wage adjustment of 2.5 % for 2018 and 2019, health insurance increased deductible to 3375/6750 for the Aware Plan(includes Mayo) and the City will cut their contribution from 50% to 20% of the deductible into the employees VEBA/HSA. Changes to IBEW; add a park and rec employee to on call during pool season months, Journeyman and Lead Journeyman wage adjustments, and Water/Wastewater employee wage adjustment for licenses. MNPEA Police; Sergeants, Investigator and SRO had wage adjustments and added K-9 language. MNPEA Admin; had language changes. Councilperson Borgstrom wanted to know if “leads” and “department head” titles were changed, Mayor McKern stated they were not. **Motion to Approve the Tentative Agreements made by Councilperson Buck, second by Councilperson Egger with all voting Aye**

ATTORNEY

Open Meeting Inquiry – Attorney Woessner believes that the matter has been resolved.

CORRESPONDENCE

Correspondence was reviewed

ADJOURN 7:39PM

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor