

KASSON CITY COUNCIL REGULAR MEETING MINUTES

June 27, 2018

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 27th day of June, 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 Clerk Linda Rappe, City Engineer Brandon Theobald, City Attorney Melanie Leth, Finance Director Nancy Zaworski, Mike Bubany, Everett Paulson, Jeanine Hensley, Alissa Theuer and John Talcott

COUNCIL

Approve agenda

Remove K.1 – Memo from Chief Berghuis

Add I.3 Electric Service Territory Agreement

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

Consent Agenda

Minutes from June 13, 2018

Claims processed after the June 13, 2018 regular meeting, as audited for payment in the amount of \$800,116.18

Conferences:

Theresa Coleman Preserve MN Conf

Winona, MN Sept 13&14 \$travel

Linda Rappe Advanced Academy

Brainerd, MN Sept 20&21 \$115 +Travel

(received a \$100 Grant)

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

VISITORS TO THE COUNCIL

David Drown and Associates; Mike Bubany – Update 5 year Capital Improvement Plan – Mr.

Bubany gave an accelerated update to the CIP. Mr. Bubany went over the projects for upcoming years and the budget impact of those projects. Print Copies will be coming.

PUBLIC FORUM

Jeanine Hensley – 101 N Mantorville Ave and the owner of Misplaced Magnolia and Alissa Theuer – Manager of Anytime Fitness - They would like to ask to close the second and third blocks of Main Street the third Saturday in September to have a special event. The goal would be for all restaurants to do some kind of bar-b-cue and there would be musical entertainment and a car show in those two blocks. Their goal is that everyone who is selling a service to donate 5% of their proceeds to make a marquee type sign for the main street businesses. The Mayor directed them back to the City Administrator to work together. They are hoping to get chamber buy-in.

**PUBLIC HEARING
COMMITTEE REPORT**

OLD BUSINESS

All Systems Quote/Alternative – Clerk Rappe stated that a free option was to put the video on her tablet and she and the administrator can see if it is recording. Councilperson Borgstrom wanted to know if the video could be on his computer. Clerk Rappe will give him the information to contact All Systems to see if his computer is compatible. The Council decided to go with the free idea for now and see how it works.

Balance of So Mant Ave Proj. \$189,103.04 – Administrator Coleman stated the options in the Administrators agenda summary. Mayor McKern does not want to incur any borrowing costs and would prefer option 1 of attaching this to the 25 acres the City owns by the WWTP. Councilperson Borgstrom would like to look into splitting it between a couple of the suggestions. The Council would like to keep this in mind as they go through the budget process.

SEMCAC Agreement – Inc. Central Air replacement to \$3,600 – SEMCAC stated that the central air units are coming in higher than the \$3000 that is allowed and asked if the City would increase the allotment to \$3600. This is money that is allocated for them to use.

Motion to Amend the Agreement with SEMCAC made by Councilperson Buck, second by Councilperson Borgstrom with all voting Aye.

NEW BUSINESS

MAYOR'S REPORT

ADMINISTRATORS REPORT

Comprehensive Plan Next Steps:

Community Wide Brand – This came up when Library and The Friends of the Library were talking about changing their letterhead. They reached out to Abby Bradford and she has submitted Mantorville's branding the Brand System Development & Multimedia Campaign Phases. This will go to the EDA for their July 10 meeting. This is an action item from the new comprehensive plan.

Project for Future Camp in August – Administrator Coleman stated that this is an idea for something to take to future camp to work through. Coleman is open for whatever project the Council deems appropriate for her to work on.

Budgeted Truck Box and Crane – Administrator Coleman stated that this is information only, it has been budgeted and going through the state bid allows us to purchase at the negotiated price..

Electric Service Territory – Administrator Coleman stated that this has been in process since December of 2015 and the City is putting an agreement together to send to MPUC to initiate service by exception. The City would take over the high school and football field thereby obtaining territory from Xcel Energy.

ENGINEER'S REPORT

2018 Pavement and Concrete Maintenance - Change Order #1 – Engineer Theobald stated that the Change Order is to add a mill and overlay on 5th Ave NE from 3rd St to 1st St NE. **Motion to Approve the Change Order for \$35,381.65 made by Councilperson Zelinske, second by Councilperson Egger with All Voting Aye.**

Resolution Award Contract for 2018 for Chip Sealing – Motion to Approve the Resolution Awarding and Approving 2018 Chip Sealing Quotes made by Councilperson Buck, second by Councilperson Egger with All Voting Aye.

Resolution #6.4-18

***A Resolution Awarding and Approving 2018 Chip Sealing Quotes
(on file)***

PERSONNEL

WWTP Operator

Administrator Coleman stated that the City is not receiving applications for the WW Operator II position, after conversations with the Public Works Director they would like to post WW Operator position that is a grade lower. This will be posted internally; and we have two applications from outside that qualify.

ATTORNEY

Voluntary Resignation – Attorney Leth stated that City has received a retirement from Julio Baez. **Motion to Accept the Retirement of Julio Baez as of June 21, 2018 made by Councilperson Buck, second by Councilperson Egger with All Voting Aye.**

Drainage Easement – There are two encroachments on a drainage easement on 12th Ave NW in the 900 block. Attorney Leth is asking the Council to allow herself and staff to resolve this issue and Engineer Theobald stated that a smaller drainage easement would be acceptable. There is a 20 foot drainage easement between 903 and 901 12th Ave NW, one house is 2 1/2 feet into the easement and the other house is 1 ½ feet into the easement.

Closed Meeting for Real Estate Purchase – Offer and Source of funds

Closed at 6:49PM

Meeting Re-Opened at 7:08PM - Mayor McKern stated the Attorney gave them an update on real estate purchase there is no action at this time.

CORRESPONDENCE - Correspondence was reviewed

ADJOURN 7:08PM Motion by Councilperson Buck, second by Councilperson Egger with all voting Aye to Adjourn.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor