

Please go to www.cityofkasson.com for full video

KASSON CITY COUNCIL REGULAR MEETING MINUTES

April 11, 2018

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 11th day of April, 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, Police Chief Kent Berghuis, Jason Boynton, Richard Johnson, Everett Paulson, Adam Heymann, Todd Suhr and Tim O'Marro

COUNCIL

Approve agenda

ADD: G.5 Automated System Lift Station Processor Upgrade

ADD: J.2 E Main St Storm Sewer Scope

ADD: H.1 Motion to Approve Audit

ADD: E.3 Library Board update

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

Consent Agenda -

Minutes from March 28, 2018 Regular Meeting

Claims processed after the March 28, 2018 regular meeting, as audited for payment in the amount of \$335,403.90

Conferences:

Jesse Kasel SRO Training Aug 6-7 St. Paul, MN

Evaluations:

Corey Carstensen Streets/Public Works inc from grade 7 step 6 to grade 7 step 7 (\$24.96ph) eff. 3/12/18

Dan Trapp Lead W/WW Oper inc. from grade 11 step 6 to Grade 11 Step 7 (\$32.72) eff. 1/1/18

Kris Anderson Streets/Public Works No increase already at top

Ron Unger Park and Rec Director No increase already at top

Steve Howarth Ice Arena Manager No increase already at top

Charlie Bradford Public Works Director inc from grade 16 Step 4 to Grade 16 step 5 (\$41.69) eff. 1/14/18

Nick Fitch W/WW Oper II inc from grade 9 Step 3 to Grade 9 Step 4 (\$25.97ph) eff. 2/12/18

Cassie Sullivan Util Billing Specialist inc from grade 8 step 1 to grade 8 step 2 (\$22.79ph) eff. 2/6/18

Linda Rappe	City Clerk	No increase already at top
Jan Naig	Deputy City Clerk	No increase already at top
Nancy Zaworski	Finance Director	No increase already at top
Cathy Pletta	Liquor Store Manager	No increase already at top

Uncollectible Accounts – Write offs

Resolution Accepting Donation to Kasson Fire Department

Resolution #4.1-18

***Resolution Accepting Donation to the Kasson Fire Department
(on file)***

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

VISITORS TO THE COUNCIL

Cody Lawson – Sirens – not present

Jason Boynton – Smith Schafer Associates – 2017 Annual Audit – Mr. Boynton gave an overview of the audit and the City has an unmodified “clean” opinion for 2017. The General Fund reserves increased by \$190,977 to \$1,780,515. The unassigned General Fund balance equals 52% of the total expenditures of the General Fund. All payments are being made timely on all debt. The City issued \$6,780,000 in G.O. Improvement and Utility Revenue Bonds to fund the 2017 Street Assessment Project. Current water and wastewater rates are covering operating costs and increasing cash reserves to fund future capital projects. Rates were increases in anticipation of the 2017 street project. The City completed connection of the City of Mantorville to the Kasson Wastewater Treatment Facility. Electric rate increases and reduction in purchases power costs have improved fund performance. Liquor funds continued to show consistent operating results and has increased its cash reserves to \$493,007.

PUBLIC FORUM

PUBLIC HEARING

COMMITTEE REPORT

Arena Committee Report – Councilperson Borgstrom gave an update on the Arena committee meeting held that afternoon. The Ice Arena Manager brought the idea of USPA Junior Hockey League forming here and possibly putting on an addition of a locker room, the youth hockey league may be interested in participating in the addition of a training room. The fair board is not going to use the arena for the fair this year. The Committee is looking at how to fund changing the cooling system. The May 19, 2018 Shop Local Event will be held at arena.

March Park Board Draft Notes

Hire 2018 Aquatic Center Employees – **Motion to Hire Aquatic Center Employees as Outlined in the Park Board Draft Notes made by Councilperson Egler, second by Councilperson Zelinske. Ayes: Borgstrom, Buck, Egler and Zelinske. Abstain: McKern due to a relative being hired.**

Library Board Update – Mayor McKern reported on the Library Board Meeting that was held the previous evening. There is a leak issue at the Library. Library Director Tiff is working with the appropriate people to resolve this.

OLD BUSINESS

Position Descriptions – Administrator Coleman stated that there are no budget implications, this is just to make language consistent. **Motion to Approve the Job Descriptions made by Councilperson Egger, second by Councilperson Buck with All Voting Aye.**

Street Closure Request – The Police Department, Fire Department and Public Works Department are all aware of this closure and have no problems with it. **Motion to Approve the Closure of 1st Avenue SW between 4th and 5th Sts. On June 16, 2018 made by Councilperson Buck, second by Councilperson Zelinske with All Voting Aye.**

Funding for 2017 Street Project – Finance Director Nancy Zaworski stated that the City has debt dropping off and instead of adding a new debt levy we would add this to another one currently going. This commits those funds for those couple of years. If this is approved you will see it in the budgets going forward. **Motion to Approve the Funding for the Balance of the 2017 Street Assessment Project made by Councilperson Egger, second by Councilperson Zelinske with All Voting Aye.**

NEW BUSINESS

Ordinance 110 – Alcoholic Beverages - This was an opportunity to clean up some language and to clarify the intent of the municipal liquor that it be the exclusive outlet for liquor and strong beer. **Motion to Approve Ordinance 110 as Amended made by Councilperson Zelinske, second by Councilperson Egger with All Voting Aye.**

Approve Abbreviated Publication – **Motion to Approve the Abbreviated Publication made by Councilperson Borgstrom, second by Councilperson Buck with All Voting Aye.**

Ordinance 154 – Height Limitations – The Planning Commission held the public hearing for this amendment on Monday, April 9, 2018, to add Sports Press boxes of more than one story. The Planning Commission recommends approval of the amendment. **Motion To Approve the Amendment of Ordinance 154.052 made by Councilperson Buck, second by Councilperson Egger with All Voting Aye.**

Approve Abbreviated Publication – **Motion to Approve the Abbreviated Publication of Ordinance 154.052 made by Councilperson Egger, second by Councilperson Borgstrom with All Voting Aye.**

Automated System Lift Station Processor Upgrade – The alarm is not working at the main lift station. Water/Wastewater Supervisor Dave Vosen submitted a memo outlining two possible solutions to this. One option would be to fix the part that is broken but the problem with that is that the system could be obsolete in a year. The other option is to replace the system. It is a difference of spending \$7,000 now to fix it or \$29,000 for the new system. The money would come from the sewer fund. The system is built to order and would be ordered as soon as approved. Councilperson Borgstrom would like to make sure that this includes everything and there aren't any hidden charges. Engineer Theobald will circle back with Supervisor Vosen to make sure that this includes everything as a full system. **Motion to Approve Option 2 to replace the SLC5/05 with CompacLogix and to have the City Engineer and Wastewater Supervisor make sure it is a full**

system with no extra costs made by Councilperson Borgstrom, second by Councilperson Buck with All Voting Aye.

MAYOR'S REPORT

Motion to Approve Audit – Motion to Approve the Audit made by Councilperson Egger, second by Councilperson Borgstrom with All Voting Aye.

ADMINISTRATORS REPORT

April 16 at 6PM at Kasson Public Library a joint meeting of PZ, CC and Comp plan working group – This is a reminder of the meeting and they will look at the updated draft of the comprehensive plan. This meeting is open to the public.

Coming Updates to Utility Ordinance – Administrator Coleman stated that there will be updates to the utility ordinance coming. Some of the changes would make the property owner the utility customer and liable for the utility bill, how the City provides billing, and to change some of the timelines that are not currently matching how things are done.

Upcoming SEMLM Meetings - Let Administrator Coleman know if anyone would like to go.

ENGINEER'S REPORT

Sidewalks - Engineer Theobald stated that in the new subdivisions the sidewalks are 4 foot wide and is asking the City Council to change the "current acceptable standards" to a width of sidewalks to 5 foot wide to be ADA compliant. **Motion to Clarify the Current Acceptable Standard as 5 feet wide made by Councilperson Egger, second by Councilperson Buck with All Voting Aye.**

E Main St Storm Sewer Scope – Engineer Theobald stated that this project is to prevent the flooding on East Main St. Engineer Theobald stated that when we have the road dug up for the storm sewer to upgrade the water and sewer main to match the upgrades on the west side of Main St. The Storm Sewer Fund contribution to the project would stay the same the rest will come out of the respective funds and to use the \$50,000 budgeted for street maintenance. The council agreed that we have to upgrade the water and sewer as long as the road is open and this should be a priority over the other street maintenance. **Motion to Proceed with Scope and Use \$50,000 from the Street Maintenance Fund made by Mayor McKern, second by Councilperson Buck with all Voting Aye.**

PERSONNEL

Two Seasonal Positions –Councilperson Buck stated that we have everyone back working in the parks department suggests that we hire Harrison Heppelman as a mower seasonal and that would include mowing for all departments. **Motion Approve hiring Harrison Heppelman as a seasonal part time Kasson employee made by Mayor McKern, second by Councilperson Borgstrom. Ayes: Borgstrom, Buck, McKern and Zelinske. Abstain: Egger due to Mr. Heppelman is a relative.**

Police Chief Recommendation for Full Time Officer – Chief Berghuis stated that this position replaces a recent retirement. **Motion to Approve the Police Chief's Recommendation of Hiring Paul Lindgren made by Councilperson Zelinske, second by Councilperson Egger with All Voting Aye.**

Police Chief Recommendation for Part Time Officer – Chief Berghuis stated that this position to fill the part time vacancy left by the employee going full time. **Motion to Approve the Police Chief’s Recommendation of Hiring Mikel Harding as part time Police Officer made by Councilperson Buck, second by Councilperson Zelinske with All Voting Aye.**

ATTORNEY

Mayor McKern closed the meeting at 7:03 for the closed sessions. The first closed session will be recorded and the second will not be recorded.

Closed Meeting – Real Estate Offers and Counteroffers

Closed Meeting – Attorney/Client Privilege

Meeting reopened at Update regarding Shopko lots sale, Kasel property and S Mantorville Ave Project Assessment and 2017 Street Project Assessments.

CORRESPONDENCE - Correspondence was reviewed

ADJOURN 8:09PM

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor