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KASSON CITY COUNCIL REGULAR MEETING MINUTES
August 28, 2019

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 28th day of August, 2019 at 6:00 P.M.

THE FOLLOWING MEMBERS WERE PRESENT: Burton, Egger, Ferris, McKern and Zelinske

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: Interim- Administrator Zaworski, City Clerk Rappe, City Engineer Theobald, City Attorney Melanie Leth, Public Works Director Bradford, Electric Supervisor Nelson, Karen DuCharme, Kim Smith, Everett Paulson

PLEDGE OF ALLIANCE

APPROVE AGENDA

Add: L.1 Attorney – Dodge County Ice Arena Agreement

Add: H.1 New Business - Discussion of flashing pedestrian crosswalk sign on 16th St. NE and 5th Ave NE

Motion to Approve the Amended agenda made by Councilperson Burton, second by Councilperson Egger with All Voting Aye.

CONSENT AGENDA

Minutes from August 14, 2019

Claims processed after the August 14, 2019 regular meeting, as audited for payment in the amount of \$513,602.61

Conferences:

i. Josh Hanson	MN TZD Conf	St. Cloud, MN	Oct 22-24	\$0
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Casey's General Store 3.2 beer license off sale

Certificate of Acceptance – Blaine's 11th Phase 5 Const Phase 1

Mayor Mckern asked to moved Casey's License to H.2 – New Business

Attorney Leth suggested a change to the minutes of August 14, under Attorney – Leth stated that she did not send a copy to ice arena manager; she left a message and asked for input. **Motion to approve the Consent Agenda as amended made by Councilperson Zelinske, second by Councilperson Burton with All Voting Aye.**

VISITORS TO THE COUNCIL

Liza Donabauer – Administrator Search – Ms. Donabauer joined the meeting via conference call. Ms. Donabauer walked the council through the packet she provided with a position profile, salary, community profile, and desired attributes. Councilperson Burton suggested a change on the

organizational structure. Councilperson Burton also had questions about the chain of command. Councilperson Ferris would like the community profile to state “29 ‘volunteer’ firefighters”. Ms. Donabauer then went over the timeline. **Motion to Authorize Suggested Changes and Approve the Search Package as Amended made by Councilperson Egger, second by Councilperson Ferris with All Voting Aye.**

Ms. Donabauer stated that she will be sending a weekly update to council members.

Karen DuCharme – SEMMCHRA – This is approval for small cities application grant. There are 16 documents that need to be approved to get the release of funds. Councilperson Ferris asked about the mandatory policies that the city would need to implement. Ms. DuCharme stated that the loan is with the City but the City has contracted with SEMMCHRA to administer this.

Motion to Adopt the Entire Document as Presented made by Councilperson Zelinske, second by Councilperson Egger with All Voting Aye.

Resolution #8.4-19

***Resolution to Approve the Administrative Contract with Southeastern MN Multi-County Housing and Redevelopment Authority
(on File)***

Resolution #8.5-19

***Resolution Adopting a Civil Rights Policy Prohibiting Excessive Force
(on file)***

Resolution #8.6-19

***Resolution Entering Into a Grant Agreement with DEED
(on file)***

Resolution #8.7-19

***Resolution Participating in the MN Small Cities Development Program Residential Anti-Displacement and Relocation Assistance Plan
(on file)***

Joe Mittlestadt – Water Utility – Mr. Mittlestadt would like to understand why he can’t get rid of his rental unit meters he would like to make his duplex into a single family home. Mr. Mittlestadt had several comments on water lines and his water shut off.

MAYOR’S REPORT

Mayor asked that Engineer Theobald, Public Works Director Bradford and Interim City Administrator Zaworski to meet with Kimberly Smith and her husband to discuss the water flow in Little Meadowview.

General Budget Discussion – Mayor McKern stated that a copy of the tentative budget was sent to Council and this is to give everyone a couple of weeks for everyone to go through this and Public Works Director Bradford and Electric Supervisor Nelson are here to answer questions. Director Bradford stated that the equipment is getting old he stated many pieces that are showing significant age. Interim City Administrator Zaworski stated that this would be a capital Improvement Project. Mayor McKern stated that the public works department has had so many issues this past year that the FT person they are asking for is not out of line. Councilperson Burton would like an internal review done every time the Council is asked to hire additional or replacement employees and to have the Supervisors present to explain the need.

League Memo – Mayor McKern Congratulated Senator Dave Senjem on his recognition by the League of MN Cities.

PUBLIC FORUM

PUBLIC HEARING

COMMITTEE REPORT

OLD BUSINESS

NEW BUSINESS

Flashing crosswalk sign – Councilperson Ferris stated that the flashing sign is on the elementary side of 5th Ave NE and 16th St. NE. Councilperson Ferris wanted to know if we can get or if there are funds to have flashers on both sides of the street. Councilperson Egger stated that the bump outs work better than the posts on the safe routes to school experimental project. Engineer Theobald stated that he can work with the Public Works Director and look into the costs. Theobald also stated that he has a meeting in a couple of weeks with the School Superintendent and can bring this up.

Casey’s liquor license – Mayor McKern stated that the City Ordinance states that all shareholders be a resident of MN and we need to change the ordinance. Interim City Administrator stated that she is working on revising the ordinance to include micro-breweries, etc. Call a public hearing on 110.21

Motion to Approve Calling a Public Hearing for Ordinance 110 made by Mayor McKern, second by Councilperson Egger with All Voting Aye.

ADMINISTRATORS REPORT

CMPAS – Save the Date – Oct 10, 2019 – Interim Administrator Zaworski asked the Council to let her know if they are interested in going.

SEMCAC Energy Agreement – Interim Administrator Zaworski stated that we renew this program each year for people who need energy assistance. **Motion to Approve the Agreement made by Councilperson Ferris, second by Councilperson Egger with All Voting Aye.**

CMPAS Refund – the City received a refund of \$44,199.31 from CMPAS. Mayor McKern would like this money to be receipted back into the electric fund.

City Properties – Flood - Two of the city properties that had significant flooding damage and staff is looking for direction as to whether we should fix or demolish one or both. **Motion to Pursue Quotes on Demolition of Both Properties made by Councilperson Egger, second by Councilperson Burton with All Voting Aye.**

ENGINEER’S REPORT

PERSONNEL

Phoebe DeCook – Library Resignation – **Motion to Accept the Resignation made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye.** The Council thanked Ms. DeCook for her time at the Library.

ATTORNEY

Dodge County Ice Arena Agreement. – Attorney Leth stated that the County has a counter proposal of \$8500 for a five year contract. **Motion to Accept the Offer made by Mayor McKern, second by Councilperson Burton with All Voting Aye.**

CORRESPONDENCE

Correspondence was reviewed.

ADJOURN 7:16PM

Motion to Adjourn made by Councilperson Egger, second by Councilperson Burton with all voting Aye to Adjourn.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor