

KASSON CITY COUNCIL REGULAR MEETING MINUTES
April 27, 2011

5:15 Council Work Session

1. **Review 2010 City Operations/Audit:** Finance Director Zaworski reviewed with council members, Administrator Lenth and Community Development Director Martin the 2010 operations and 2010 annual audit report, discussed 2011 and looked ahead to the 2012 budget.

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 27th day of April, 2011 at 6:00 p.m.

THE FOLLOWING MEMBERS WERE PRESENT: Hopkins, Marti, Nelson, Tjosaas, Torkelson.

THE FOLLOWING MEMBERS WERE ABSENT: None.

THE FOLLOWING WERE ALSO PRESENT: City Administrator Lenth, Admin Assist Benfield, Community Dev Director Martin, Finance Director Zaworski, Neil Britton, Mike Bubany, Cris Gastner, Tom Olinger, Diane O'Brien-Berge, Randy Carlsen.

Mayor Tjosaas presided over the meeting.

COUNCIL

Agenda: Motion by Marti and second by Nelson, with all voting aye, to approve the April 27, 2011 agenda with the following amendment:

Add: H.1. Annual "Pick Up Kasson"

Consent Agenda: Motion by Nelson and second by Hopkins to approve the April 27, 2011 consent items. Ayes: Hopkins, Marti, Nelson, Tjosaas. Nays: None. Abstain: Torkelson (Abstention applies only to the 2011 Concrete Bids portion of the Consent Agenda due to submission of bid from Stone by Stone Plus, LLC)

1. **Minutes:** Approved the April 13, 2011 regular meeting minutes as submitted.
2. **Claims:** Approved all claims processed after the April 13, 2011 regular meeting, as audited for payment in the amount of \$521,980.71.
3. **Acknowledgement of Committee and Meeting Minutes:** Acknowledged the following committee and meeting minutes for:
 - a. Library Board - 03/08/11
 - b. Park Board - 03/22/11 & 04/19/11
4. **2011 Concrete Bids – Accept Bid from Stone by Stone Plus, LLC:** Accepted the 2011 concrete bid from Stone by Stone Plus, LLC.
5. **Arbor Day Proclamation – May 16, 2011:** Mayor Tjosaas proclaimed May 16, 2011 as Arbor Day in the City of Kasson.

6. **City Hall Summer Hours:** Approved the following City Hall summer hours beginning May 27, 2011 through September 2, 2011: Monday through Thursday 8:00 a.m.–5:00 p.m. and Fridays 8:00 a.m.–12:00 Noon.

VISITORS TO THE COUNCIL

1. **Tom Olinger, CPA – Abdo, Eick & Meyers, LLP – 2010 Audit Review:** Tom Olinger, CPA, and Government Services Partner with Abdo, Eick & Meyers, reviewed the City of Kasson 2010 annual audit. Motion by Torkelson and second by Marti, with all voting aye, to approve the City of Kasson 2010 Annual Financial Report.

COMMITTEE REPORTS

1. **Park Board – 4/19 Minutes**

- a. **Approve 2011 Wages for Summer Employees (PB Recommendation: Wages to remain at 2010 rates):** Motion by Nelson and second by Torkelson, with all voting aye, to approve hourly wages for 2011 summer employees at the 2010 level, as recommended by the Park Board. These wages are: Crossing guards/Cashiers \$7.75, Lifeguards \$9.00, Water Safety Instructors \$9.75, Head Lifeguard \$10.25, Assistant Manager \$11.25 and Manager \$13.25.
- b. **Approve Hiring of 2011 Swimming Pool Employees:** Motion by Marti and second by Hopkins, with all voting aye, to approve the hiring of the following 2011 swimming pool employees:
 - Maggie Eisenbeis – Manager, WSI
 - Laney Lewis and Jake Manitz – Assistant Managers, WSI
 - Alaina Pappas – Head Lifeguard, WSI
 - Water Safety Instructors: Justin Glowa and Mati Winkels
 - Lifeguards: Marissa Dufault, Tara Rasmussen, Sam Rappe, Jacie Lewis, Katie Thompson, Jesse Johnson, Nicole Acker, Schafer Knoepke, Kyle Glowa, Peter Schwartz, Derrick Austinson
 - These individuals will be hired subject to successful completion of the Lifeguard Training Course: Anna Coleman, Katelyn Goodman, Jake Hodge, Samantha Meixell, Tanner Minette, Benjamin Peters, Levi Skogen, Dustin Stevens, Kailyn Wigham and Riley Krebs
 - Crossing guard/Cashiers: Kayla Shurson, Alisha Birgin, Mariah Knutson, Shane McWhirter, Paige Demary and Kelcie Poffenberger
- c. **Approve Change in Park Board Meeting Time:** Motion by Nelson and second by Marti, with all voting aye, to approve the change in the Park Board meeting time to the second Monday of the month at 8:00 a.m. in the City Council chambers as recommended by the Park Board.

OLD BUSINESS

1. **Comprehensive Plan Adoption:** The updated Comprehensive Plan was reviewed by the Planning Commission and a public hearing was held by the Planning Commission. There are no major changes in the updated plan. It is more general than the previous plan, has fewer specific projects listed, there are more policies, more goals and limited detail such as the land use map which has three zoning classifications – housing, commercial and industrial. It was noted that 2010 demographic data will be added as it becomes available. Motion by

Torkelson and second by Marti, with all voting aye, to approve the adoption of the Comprehensive Plan.

2. **Resolution Calling a Public Hearing Regarding Tax Abatement in Connection with Greenway Coop Expansion Project**: This resolution states that the City Council will hold a public hearing May 11, 2011 at 6:00 p.m. to consider the terms of abatement assistance requested by the developer. The school district and county will also hold public hearings for the tax abatement. Motion by Marti and second by Hopkins to adopt the resolution calling a public hearing regarding the tax abatement in connection with the Greenway Co-op expansion project. Ayes: Hopkins, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

**Resolution #4.4-11
Resolution Calling a Public Hearing Regarding Tax Abatement in Connection with
Greenway Coop Expansion Project
(on file)**

3. **Resolution Calling Public Hearing on the Proposed Business Subsidy to Greenway Cooperative Services**: The City Council will hold a public hearing on May 11, 2011 at approximately 6:00 p.m. relating to the proposed business subsidy agreement with Greenway Cooperative Services. Motion by Nelson and second by Torkelson to adopt the resolution calling a public hearing on the proposed business subsidy to Greenway Cooperative Services. Ayes: Hopkins, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

**Resolution #4.5-2011
Resolution Calling Public Hearing on the Proposed Business Subsidy to
Greenway Cooperative Services
(on file)**

MAYOR'S REPORT

1. **Annual "Pick Up Kasson"**: This year during "Pick Up Kasson" individuals or groups have the opportunity to help clean up an area, park or trail anytime during the month of May. The mayor is asking that persons/organizations send him a note letting him know what area they are planning to clean up, the date they will be doing the clean up and when they plan to have it completed. Garbage bags will be available at City Hall and may be left in the area that was picked up and the City will dispose of the collected garbage.

CLERK-ADMINISTRATOR'S REPORT

1. **Windsor Court Water Meters**: Administrator Lenth, Public Works Director Fjerstad, W/W Supervisor Skime and Utilities Billing Specialist Flock met with Windsor Court representatives on April 20th to discuss the installation of individual water meters at Windsor Court. Currently, the water and sewer charges are based on one meter for the entire court. Windsor Court has proposed paying for the installation and maintenance of a water meter for every trailer. The Water and Sewer Committee will meet to discuss the subject.

ENGINEER'S REPORT

1. **Progress Report**: Neil Britton, WSN, presented a progress report on the Dodge County Ice Arena parking lot construction, Blaine's 12th Subdivision - Ph 3, the sanitary sewer service at the Dodge County Fairgrounds and 16th Street NE.

ADJOURN: The meeting was adjourned at 6:39 p.m.

ATTEST:

Randy D. Lenth, City Administrator

Tim Tjosaas, Mayor