

**KASSON CITY COUNCIL REGULAR MEETING MINUTES  
January 12, 2011**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 12<sup>th</sup> day of January, 2011.

**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, Police Chief Schuck, Officer Reding, Neil Britton, Dan Egger, Diane O'Brien-Berge, Randy Carlsen.

Mayor Tjosaas presided over the meeting.

**COUNCIL**

**Agenda:** Motion by Torkelson and second by Marti, with all voting aye, to approve the January 12, 2011 agenda with the following amendments:

Add:	A.2.j.	Resolution Certifying Delinquent Claims to the County Auditor
	F.2.	Chuck Coleman's Proposal for Liquor Store Funds to be Donated for Purchase of Library Books
	H.2.	Harry Coleman's Resignation from Planning Commission
	H.3.	Update
Remove:	K.1.	Accept Mike Ranvek Retirement from Fire Department
Add:	K.1.	Approve Hiring Kortney Smith as Senior Liquor Clerk

**Consent Agenda:** Motion by Nelson and second by Marti to approve the January 12, 2011 consent items. Ayes: Hopkins, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

1. **Minutes:** Approved the December 15, 2010 regular meeting minutes with correction under the topic "Library Books."
2. **Claims:** Approved all claims processed after the December 15, 2010 regular meeting, as audited for payment in the amount of \$1,015,343.76.
3. **Acknowledgement of Committee and Meeting Minutes:** Acknowledged the following committee and meeting minutes for:
  - a. Park Board - 12/08/10
4. **Conferences/Training:** Acknowledged the following employee training/conference attendance for:
  - a. J. Hanson K-9 Street Training & Narcotics Training 2/2-3/11 Winona
5. **Approve Renewal of Davis Outdoor Advertising Contract:** Approved the renewal of the Davis Outdoor Advertising contract for a period of six months from 1/1/ 2011 through 6/30/2011.

6. **Resolution Accepting Dover Firefighter Relief Association Charitable Gambling Funds:** As part of the consent agenda, the resolution accepting the Dover Firefighter Relief Association charitable gambling funds in the amount of \$3,775 was adopted. Ayes: Hopkins, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

**Resolution #1.1-11**

**Resolution Accepting Dover Firefighter Relief Association Charitable Gambling Funds  
(on file)**

7. **Resolution Authorizing Investment of Idle Funds and Designation of Official Depositories for the City of Kasson:** As part of the consent agenda, the resolution authorizing the investment of idle funds and designation of official depositories for the City of Kasson was adopted. Ayes: Hopkins, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

**Resolution #1.2-11**

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

8. **Resolution Certifying Delinquent Claims to the County Auditor:** As part of the consent agenda, the resolution certifying delinquent claims to the County Auditor was adopted. Ayes: Hopkins, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

**Resolution #1.3-11**

**Resolution Certifying Delinquent Claims to the County Auditor  
(on file)**

**COMMITTEE REPORTS**

1. **Library Building Committee:** The Library Building Committee has been meeting regularly; with the next meeting scheduled for January 19<sup>th</sup>. At a meeting on January 24<sup>th</sup> Deb Parrott, architect, will present options for the library, e.g. brand new, renovation of Old Elementary School or an addition to the Old Elementary School.

**OLD BUSINESS**

1. **Resolution Establishing Fire Department Personnel Selection and Inclusion in the City Employment Policy Handbook:** This resolution states that the Fire Department operates under the direction of the City Council of the City and as such the City Council is the hiring authority for the City. To reduce legal liability, the hiring of Fire Department members must follow state laws and coincide with uniform municipal hiring practices. Motion by Nelson and second by Torkelson to adopt the resolution establishing Fire Department personnel selection and inclusion in the City Employment Policy handbook. Ayes: Marti, Nelson, Tjosaas, Torkelson. Nays: None. Abstain: Hopkins.

**Resolution #1.4-11**

**Resolution Establishing Fire Department Personnel Selection and Inclusion in the  
City Employment Policy Handbook  
(on file)**

2. **Chuck Coleman's Proposal for Liquor Store Funds to be Donated for Purchase of Library Books:** Council Members Hopkins and Torkelson, Liquor Store committee members, will set up a meeting to discuss the proposal for Liquor Store funds to be used for the purchase of library books.

### **NEW BUSINESS**

1. **2011 Fee Schedule (Reference Ordinance):** Motion by Hopkins and second by Marti to adopt the 2011 Fee Schedule (Reference Ordinance) as submitted. Ayes: Hopkins, Marti, Nelson, Tjosaas, Torkelson. Nays: None.
2. **Renovation of Old Fire Station to Accommodate New Police Station:** Discussion regarding the renovation of the old fire station for a new police station included concerns about potential problems with the building such as a leaking roof and the roof drains draining into the City's sanitary sewer system. Spending the money at this time and eliminating money in the budget for street projects/street maintenance was also a concern. The City has budgeted \$150,000 for the renovation project and all furnishings. Three bids were received for the renovation. Using Best Value Contracting, Phil Johnson Construction was recommended as the contractor for the project with a bid of \$116,563.00. With changes, the new contract price is \$121,578.00.
  - a. **Resolution Approving the Renovation of the Old Fire Station for Reuse as a New Police Station and Approving Phil Johnson Construction as Contractor:** Motion by Hopkins and second by Nelson to adopt the resolution approving the renovation of the old fire station for reuse as a new police station and approving Phil Johnson Construction as the contractor. Ayes: Hopkins, Nelson, Tjosaas, Torkelson. Nays: Marti.

#### **Resolution #1.5-11**

#### **Resolution Approving the Renovation of the Old Fire Station for Reuse as a New Police Station and Approving Phil Johnson Construction as Contractor (on file)**

### **MAYOR'S REPORT**

1. **Board/Commission Appointments:** Mayor Tjosaas re-appointed the following members: Steve Dean to a 3-year term on the Planning Commission, Susan Joachim to a 3-year term on the Library Board and Lynn Sturgis to a 6-year term on the EDA. Dan Egglar was appointed to a 3-year term on the Planning Commission.
2. **Harry Coleman's Resignation from Planning Commission:** Harry Coleman's resignation from Planning Commission was accepted.
3. **Update:** Mayor Tjosaas presented a review of 2010 which included a lot of planning for projects ahead in 2011. Key projects for 2011 include updating the Comprehensive Plan, the Library Building Committee moving forward with a plan to solve the Library space issues, a plan to address the swimming pool needs and the 16<sup>th</sup> Street NE extension and bridge. Budget impacts will be a factor in accomplishing these projects and other opportunities.

**CLERK-ADMINISTRATOR'S REPORT**

1. **Masten Creek Project Update:** Administrator Lenth reported that the wood grinders have been working along Masten Creek and the wood should be hauled away by March 1<sup>st</sup>. WSN is working on a Storm Water Management Plan for the entire project.
2. **Union Updates:** The IBEW has ratified their contract. The Teamsters have a tentative agreement.

**ENGINEER'S REPORT**

1. **Dodge County Fairgrounds:** Craig Britton, WSN, met with Mark Gamm, Dodge County Environmental Services, today, regarding the sanitary sewer at the Dodge County Fairgrounds. No report at this time.

**PERSONNEL**

1. **Approve Hiring Kortney Smith as Senior Liquor Clerk:** Motion by Marti and second by Hopkins, with all voting aye, to approve the hiring of Kortney Smith as Senior Liquor Clerk at \$13.12 per hour, 30 hours per week, pending background check and physical.

**CORRESPONDENCE:** The following correspondence was reviewed:

1. SEMLM Annual Membership Meeting – Rochester Int'l Event Center, January 31, 2011

**ADJOURN:** The meeting was adjourned at 6:35 p.m.

**ATTEST:**

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Randy D. Lenth, City Administrator

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Tim Tjosaas, Mayor