

**KASSON CITY COUNCIL REGULAR MEETING MINUTES**

**August 24, 2016**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 24th day of August, 2016 at 6:00 P.M.

**THE FOLLOWING MEMBERS WERE PRESENT:** Borgstrom, Buck, Coleman, Egger and Johnson

**THE FOLLOWING MEMBERS WERE ABSENT:**

**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, Community Development Director Mike Martin, Library Director Art Tiff, Assistant Police Chief Kent Berghuis, Krista Weigel, Melisa Ferris, Hannah Bates, Everett Paulson, Chris McKern, Nick and Danielle Fitch, Chris Seljan, Barb Meyer, Judy Ruport, Janet Sinning, Doug Robinson, Diane O'Brien, Ron Eidem, Chuck Anderson, Tyler Baumbach and Deb Radke

Mayor Johnson called the meeting to order at 6:00 P.M.

**PLEDGE OF ALLEGIANCE**

**AGENDA:**

Add 3.a posting position  
Remove L.1– Attorney possible closed session

**Motion to Approve the Amended Agenda made by Councilperson Egger, seconded by Councilperson Coleman with all voting Aye.**

**CONSENT AGENDA:**

**August 10, 2016 Regular Meeting Minutes**

**Claims processed after the August 10, 2016 regular meeting**, as audited for payment in the amount of \$846,351.86

**Evaluations: –**

Nancy Zaworski	Finance Director	at top of scale		
Jesse Kasel	Police Officer	Grade 10 Step 5	\$27.31	eff. 8-15-16

**Conferences -**

Nancy Zaworski	GFOA Annual Conf	Alexandria	Sept 28-30	Approx. \$711
Krista Weigel	BCA Information Users Conf	St. Cloud	Sept 27-28	Approx. \$335
Kent Berghuis	BCA Information Users Conf	St. Cloud	Sept 27-28	Approx. \$335

**Semcac Agreements**

**Resolution Accepting Donation from the American Legion to the Festival in the Park**

***Resolution #8.3-16***

***Resolution Accepting Donations for the Kasson Festival in the Park***

*(on file)*

**Resolution Waiving Section 95.22 of the Noise Ordinance on September 23, 2016 for a Special Event at the Kasson American Legion**

***Resolution #8.4-16***

***Resolution Waiving Section 95.22 of the Noise Ordinance on September 23, 2016 for a Special Event at the Kasson American Legion***

*(on file)*

**Temporary Liquor License for American Legion Special Event September 23**

**Motion to Approve the Consent Agenda, made by Councilperson Borgstrom and second by Councilperson Coleman. All Ayes.**

**VISITORS TO THE COUNCIL**

**Chris McKern – Festival Recap**

Mr. McKern stated that the Public Works Director said that he hadn't fielded any negative comments. The Mayor would like to give credit to all public works employees for preparing the park and the city for the weekend. Mr. McKern thanked the council for their support and complimented Josh Gilbertson on a great job of keeping the trash picked up and emptied during the weekend.

**PUBLIC FORUM**

Melisa Ferris – 204 4<sup>th</sup> Ave NW – Ms. Ferris is excited about the new library and commended Art Tiff, Library Director on a great job.

Art Tiff – Library Director, 607 1<sup>st</sup> St NW – The ribbon cutting for the new Library will be on Saturday from 10-12 at the new library.

**PUBLIC HEARING**

**COMMITTEE REPORTS**

**OLD BUSINESS**

**NEW BUSINESS**

**Development Agreement between the City and Joel Bigelow & Sons Enterprises**

Community Development Director, Mike Martin encouraged the Council to get used to seeing these documents, there will be many of them coming with Engineer Theobald's presentation. This grants permission to Bigelow and Sons to work in the city right of way across from the Baymont Inn. This will be to construct 4<sup>th</sup> Ave SE and 9<sup>th</sup> St SE as per plans and specs as approved.

**Motion to Approve the Development Agreement with Bigelow & Sons, made by Councilperson Buck, second by Councilperson Egler with all voting Aye.**

**MAYOR'S REPORT**

**ADMINISTRATOR'S REPORT**

**Preliminary Budget 2017**

City Administrator Coleman stated that there is a draft preliminary budget in your packet and to please let her or Finance Director Zaworski know if you have any questions. This is a 12.78% increase over last

year's levy. Administrator Coleman stated that they are looking for direction on reductions. There is a 7.4% personnel increase due to the position they could potentially approve tonight.

### **ENGINEER'S REPORT**

City Engineer, Brandon Theobald, presented a powerpoint presentation on the condition of infrastructure in the proposed projects. These are potential projects for 2017.

**The County Road 21 water main** has failed many times and this would be piggybacking on the County's project next year which will save the City money. The City would incur \$122,000 and this is 100% City cost.

**East Main St storm sewer** has experienced a lot of flooding in the past. The cost would be approximately \$525,000, the City would have to tunnel under the DM&E railroad and the assumption at this time is that the City will have to bear 100% of the cost. Engineer Theobald stated that they would get into conversations with DM&E to see if they would share in some of that cost. The Mayor stated that his office has flooded many times because of this and the Police Department has also experienced flooding in this area. Engineer Theobald stated that the drainage area that we are talking about here is rather insignificant and this peaks very early with Masten Creek peaking at a later time.

**West main street storm sewer**, the culvert goes from 48" to 36" and this has safe overflow for the larger events. This is a \$208,000 and the city would bear 100% of this cost also. Engineer Theobald stated that the Council could decide if they want to do this project since there isn't structures that will get flooded and this has a safe overflow it isn't imperative to get done now. Mayor stated that the east has to get done but we can wait on the west. Councilperson Buck stated that the west one only washes away some rock. The Council consensus was to put this project on the back burner.

**South Mantorville Ave** – Engineer Theobald stated that this would pave the gravel area of South Mantorville Ave and serve the businesses on South Mantorville Ave. south of Highway 14. The total costs are estimated to be approximately \$733,000. This project would be 100% assessable to the abutting property owners although the developers are most likely to ask to defer their payment so the city would have to front this. Councilperson Borgstrom would like a 10 year limit on deferring the assessments. Community Development Director Martin stated that the time limit can be negotiated and added to the assessment documents.

**2<sup>nd</sup> St SW** – Engineer Theobald stated that this would be replacing existing utilities and we have had utility failures in this area. A portion of this road is a gravel road and we would upgrade that to bituminous. Total cost of this project is approximately \$162,000. The assessable amount would be \$26,382 and balance would be borne by the City. The Mayor stated that we have been band aiding this for long enough and need to get it taken care of. Councilperson Borgstrom asked how much the last break cost the City, Engineer Theobald stated that it was approximately \$26,000 for the two water main breaks.

**3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Avenues NW from Main street to the City Park** - This would include the side streets and sidewalk on both sides. This would be total reconstructions replacing water mains and sewers and add storm sewer and increase storm sewer capacity. We have included the costs on sidewalks although public meetings could change that. The total project cost would be \$8.96M, the assessable amount of this is \$1,188,270. It is \$880K in sidewalk alone. The Mayor stated that there is a break with the contractor doing them all at once. Engineer Theobald stated that is probable and we could get more bids on bigger jobs. Councilperson Buck asked if the I & I would be reduced. Theobald stated it could help it is hard to tell where all of it is coming from but this couldn't hurt we are including a subdrain service in this project. Community Development Director Martin stated that half the water is leaking in from private service and we offer to help the homeowners replace subdrain lines or other sewer/water lines by doing the work as another assessment. Theobald stated that the City would start meetings with

the homeowners regarding the project soon if the Council instructs him to move forward on this project tonight.

**Motion to Approve the Report for County Road 21 Watermain Replacements made by Councilperson Egger, second by Councilperson Buck with all voting Aye.**

***Resolution #8.5-16***

***Resolution Approving Report for County Road 21 Watermain Replacements  
(on file)***

**Motion by Councilperson Buck, second by Councilperson Coleman with all voting Aye to Approve the Feasibility report for Main Street Storm Sewer Striking out the West Main St. Storm Sewer Improvements and only leaving in the East Main St.**

***Resolution #8.6-16***

***Resolution Approving Feasibility Report for Main Street Storm Sewer  
(on file)***

**Motion to Approve the Resolution Approving Feasibility Report for South Mantorville Ave made by Councilperson Egger, second by Councilperson Buck with all voting Aye.**

***Resolution #8.7-16***

***Resolution Approving Feasibility report for South Mantorville Avenue  
(on file)***

**3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Ave. NW and 2<sup>nd</sup> St. SW Improvements**

Councilperson Buck stated that the City may have to scale down the project but the project needs to get going. Councilperson Borgstrom is concerned with cross streets. Engineer Theobald stated that the City could potentially cut \$2.2M if cross streets were not done but that would leave an uneven grade and we could potentially cut \$880,000 if we eliminated sidewalks. Theobald suggested to have the initial meeting with the homeowners and see how that goes before we start scaling down the project.

**Motion to approve the Resolution Approving Feasibility report for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Avenues and 2<sup>nd</sup> St SE made by Councilperson Borgstrom, second by Councilperson Coleman with all voting Aye.**

***Resolution #8.8-16***

***Resolution Approving Feasibility Report for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Avenues and 2<sup>nd</sup> St SE  
(on file)***

Engineer Theobald also stated that the crack filling will be starting in next couple of weeks.

**PERSONNEL**

Mayor stated there were interviews a couple of weeks ago and the committee is making the recommendations to promote Jason Peck to Sergeant and Gerald Runnels to Full time.

Assistant Police Chief Berghuis stated that they are moving Officer Peck out of the SRO position and giving Jesse Kasel the opportunity to be SRO. They are staying at 8 officers. Both sergeants will be daytime positions.

**Motion by Councilperson Buck, second by Councilperson Borgstrom to promote Jason Peck to Sergeant position - Grade 11 Step 7 \$31.15 per hour (no change from his current SRO position) Effective August 29, 2016. All Ayes**

**Motion by Councilperson Buck, second by Councilperson Egler to promote Gerald Runnells from part time to full time officer, Grade 10, Step 1 \$24.03 (no change from current ) effective August 29, 2016. All Ayes.**

**Motion by Councilperson Egler, second by Councilperson Coleman to promote Jesse Kasel to SRO, Grade 11 Step 3 \$27.41 (Increase from Grade 10 to Grade 11) effective August 29, 2016. All Ayes.**

**Emergency Services Administrative Assistant position description approval** – Administrator Coleman stated that Police Chief Schuck has created this based on feedback he has received. Councilperson Buck stated that this is adding a position and would like to keep the part time position sharing until we have a budget figured out. Councilperson Borgstrom spoke with a temp agency and was told that the Rochester police department uses a temp service for positions like this. Councilperson Borgstrom is not in favor of creating a position and this could be a part time job if it is just answering phones. Councilperson Borgstrom stated that we don't need to jump into a full time position. The Mayor stated that this has to get done and doesn't want the Police Chief using his time answering phone calls. Councilperson Borgstrom stated that this isn't a 24/7 job and would like to look at this deeper. Assistant Chief Berghuis stated that the Police Department is a business and wants someone during general business hours. Councilperson Egler stated that he doesn't want to spend money on background checks to use a temp agency in there all the time. Councilperson Coleman stated he is all for it. Administrator Coleman stated that it in the budget it states \$48K before benefits with \$7,000 being paid by the Fire Department budget. The Mayor wants this only for the Police Department and not the Fire Department. Councilperson Coleman asked which union this position would be under. City Clerk Rappe stated this would fall under the Administrative union. Mayor asked for a **motion to approve the Emergency Services Administrative Assistant position description, this was moved by Councilperson Coleman, second by Councilperson Egler. Ayes: Coleman, Egler and Johnson Nays: Borgstrom and Buck**

**Approve 168 points and Grade 7 for Emergency Services Administrative Assistant position** – Administrator Coleman stated that this is where the position will fall on the pay scale and what was used to figure into the budget. **Motion to Approve the points and grade for the Emergency Services Administrative Assistant made by Councilperson Coleman, second by Councilperson Egler. Ayes: Coleman, Egler and Johnson Nays: Borgstrom and Buck**

City Administrator Coleman stated that this would be posted as an internal position as per labor agreement – **Motion by Councilperson Egler, second by Councilperson Egler to post the position as per union contract. Ayes: Coleman, Egler and Johnson Nays: Borgstrom and Buck**

## **ATTORNEY'S REPORT**

## **CORRESPONDENCE**

Department Head Meeting Notes  
June and July Fire Department Calls

Kispert Conference Report

**ADJOURN**: The meeting was adjourned at 7:02 pm

**ATTEST:**

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Linda Rappe, City Clerk

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Steve Johnson, Mayor