

**KASSON CITY COUNCIL REGULAR MEETING MINUTES**

**October 26, 2016**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 26th day of October, 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 Zaworski, Chris and Candy McKern, Rosey Carlson, Barb Meyer, Nick and Danielle Fitch, Janet Sinning, Hannah Bates, Lonnie Zelinske, Jason Farnsworth, Ron Eidem, Mary Mollert, Matt Naatz, John Talcott, Duane Burton and Melisa Ferris

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

**PLEDGE OF ALLEGIANCE**

**AGENDA**

Remove K.1 and K.2 and K.4 from Personnel

Add I.1 and I.2 in Administrator's Report

**Motion to approve the amended agenda made by Councilperson Borgstrom, second by Councilperson Buck with all voting Aye.**

**CONSENT AGENDA**

October 26, 2016 Regular Meeting Minutes

Claims processed after the October 26, 2016 regular meeting, as audited for payment in the amount of \$615,599.47.

Conferences:

Kent Berghuis	Missing & Exploited Children	11/5-7	Alexandria, VA	\$0
Gerald Runnells	NIMS 300	1/20-22/17	Rochester	\$0

Evaluations:

Nancy Hackenmiller PT Library Assistant inc. to Grade 3, Step 2 \$15.46 eff. 9-16-16

Pay Estimate:

Swenke IMS	Est. #1	Commerce Drive	\$215,541.70
Elcor Const.	Final	Blaines 12 <sup>th</sup> Phase 5	\$15,281.25

**Motion to approve the consent agenda made by Councilperson Egger, second by Councilperson Borgstrom with all voting Aye.**

**VISITORS TO THE COUNCIL**

**PUBLIC FORUM**

John Talcott – 306 5<sup>th</sup> Ave NE – Asked that the public be allowed to voice their opinion during the Council’s discussion tonight of possible ordinance changes or to have this referred back to the Planning Commission for a public hearing.

**PUBLIC HEARING**

**COMMITTEE REPORT**

**Planning Commission** – Dominos, Conditional Use Permit for Electronic Sign – Councilperson Borgstrom stated that the public hearing was held at the Planning Commission meeting and the resolution and findings are in the Council packet. **Motion to Approve the Conditional Use Permit for an Electronic Sign made by Councilperson Egger, second by Councilperson Coleman with all voting Aye.**

***Resolution #10.3-16***

***Resolution Approving a Conditional Use Permit for an Electronic Sign  
(on file)***

**Park Board** – Emerald Ash Borer Management Plan and Information – Councilperson Coleman stated that the Park Board has updated the Emerald Ash Borer Management Plan and highlighted section 6 of the plan that states that trees on private property are the responsibility of the property owner. The property/homeowner should notify the City to provide their name, address, phone number, company being used to treat the tree(s) and how many trees are being treated. Councilperson Coleman stated that he would stay after the meeting tonight to talk with people personally who are interested in the EAB Management Plan. **Motion by Councilperson Coleman, second by Councilperson Borgstrom with all voting Aye to approve the updated Emerald Ash Borer Management Plan.**

**OLD BUSINESS**

**NEW BUSINESS**

**MAYOR’S REPORT**

**ADMINISTRATOR’S REPORT**

**Zoning Administrator** – City Administrator Coleman asked the Council to appoint her as the interim zoning administrator. **Motion by Councilperson Borgstrom, second by Councilperson Coleman with all voting Aye to appoint City Administrator Coleman as interim Zoning Administrator.**

**Informational Meeting** - Administrator Coleman presented a letter that went out today to homeowners on 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Avenues NW that there will be a informational meeting next week, November 3 at the Kasson United Methodist Church at 6PM.

**ENGINEER’S REPORT**

**2017 Assessments Projects** – Project Schedule – Engineer Theobald talked about the meeting next week and who will be there to answer questions from the homeowners. The City Council action will start at the November 9 meeting to schedule the public hearing. Discussion was had regarding meeting dates, times and locations for the public hearing meeting in December.

**PERSONNEL**

**Additional Coverage for City Hall** – City Administrator Coleman stated that City Hall is very short staffed. Councilperson Borgstrom stated that the rumor was that the Administrative Assistant didn't have enough to do and he would like to see where City Hall is missing coverage. The Council agreed that they would like to see a job description drawn up.

**ATTORNEY REPORT**

**Ordinance Change for Planning Commission Chairman** – City Attorney Leth stated that these were discussed a few months ago by Mr. Martin and these have been discussed at the Planning Commission and the Planning Commission recommended these changes. Attorney Leth clarified the changes.

**Motion to Approve the Revision to Section 30.032(A) of the City Code made by Councilperson Borgstrom, second by Councilperson Coleman with all voting Aye.**

*Ordinance #862*

*An Ordinance Amending Section 30.032(A) of the City of Kasson Code of Ordinances  
(on file)*

**Ordinance Change for Planning Commission Meeting** – **Motion to Approve the Change to the City Code regarding Planning Commission Meetings made by Councilperson Borgstrom, second by Councilperson Egger with all voting Aye.**

*Ordinance #863*

*An Ordinance Amending Section 30.032(B) of the City of Kasson Code of Ordinances  
(on file)*

**Closed session for Personnel Action**

6:20 The Mayor closed the meeting for preliminary consideration of an allegation of employee misconduct.

6:28 The Mayor reopened the meeting. **Motion to Approve Michelle Soldo, Soldo Consulting, as investigator for the employee investigation made by Councilperson Borgstrom, second by Councilperson Buck with all voting Aye.**

**CORRESPONDENCE**

Fire Department Report for September  
Experienced Officials: 2017 Leadership Conference  
Jan. 27-28, 2017—Bloomington  
Department Head Meeting Notes  
ICMA Conference Notes

**ADJOURN 6:29**

**ATTEST:**

---

Linda Rappe, City Clerk

---

Steve Johnson, Mayor