

KASSON CITY COUNCIL REGULAR MEETING MINUTES
January 13, 2016

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 13th day of January, 2016 at 6:00 P.M.

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

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Clerk Linda Rappe, City Administrator Theresa Coleman, City Engineer Brandon Theobald, Finance Director Nancy Zaworski, Economic Development Director Mike Martin, Library Director Art Tiff, Water/Wastewater Supervisor Charlie Bradford, Ken Folie – Canisteo Township Officer and Judy Ruport

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

Agenda:

Remove: A.2.k Pay Estimates from Consent agenda

Remove: F.1 Meeting Time Discussion

Add: F.2 Public Works Director

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

Consent Agenda:

Approve the December 16, 2015 Regular Meeting Minutes as submitted.

Approve the Claims processed after the December 16, 2015 regular meeting, as audited for payment in the amount of \$861,013.55

Evaluations

- | | |
|---|--|
| 1. Dan Trapp Lead Water/Wastewater Operator | Step Inc to Grade 11 Step 6 \$30.17 eff. 1/1/16 |
| 2. Gary Scofield PT Police Officer | Step Inc to Grade 10 Step 2 \$24.20 eff.12/10/15 |
| 3. Kris Anderson Park/Streets Public Works | Step Inc to Grade 7 Step 7 \$23.76 eff. 1/1/16 |
| 4. Nancy Zaworski Finance Director | Step Inc to Grade 16 Step 7 \$42.62 eff. 8/13/15 |

Conferences

- | | | | |
|--|--|---------------------|-------------|
| 1. Jeff Ulve | SE Water Operators School | Rochester, MN | March 9-11 |
| 2. Cody Miller | HSEM (Nims 400) FD Training | Grand Rapids, MN | March 21-22 |
| 3. Dan Trapp | 2016 WW Operator Conference | Brooklyn Park, MN | March 23-25 |
| 4. Joe Fitch, Chris Seljan, Steve Jurrens, Cody Miller, Chris Meyers | - State FD Officers Training
Alexandria, MN Feb 5-6 | | |
| 5. Mike Martin | MN Public Finance Seminar | Brooklyn Center, MN | Feb 4-5 |

Resolution Decertifying Claims to the County Auditor

Resolution # 1.1-16
Resolution Decertifying Delinquent Claims to the County Auditor
(on file)

Uncollectible Account Write Offs

Authorize Investment of Funds and Designation of Official Depositories

Resolution #1.2-16
Resolution Authorizing Investment of Funds and Designation of Official Depositories for the City of
Kasson
(on file)

Resolution to Accept Donations for Fire Department

Resolution 1.3-16
Resolution Accepting Donations for the Kasson Fire Department
(on file)

Ordinance #858 Load Management Controllers

Ordinance #858
Load Management Controllers
(on file)

Motion by Buck and second by Borgstrom, with all voting Aye, to approve the consent agenda.

VISITORS TO THE COUNCIL

PUBLIC FORUM

Judy Ruport – 403 3rd Ave SW – Ms. Ruport refuted the facts from Tim Tjosaas’ and Matt Nelson’s letters to the editor stating that no one had contacted them regarding the Folkestad building. Ms. Ruport then stated dates from 2014 of people asking questions. Ms. Ruport stated that she had asked many questions and had made a request for information. Ms. Ruport then stated her qualifications for being on the Administrator hiring committee. Then Ms. Ruport had a question for Community Development Director Martin regarding the Rochester sales tax money and the renters in the Folkestad building having to leave in three years. Director Martin stated that was not a qualification for the Rochester Sales Tax money but of the EDA and the lease on the Folkestad building.

PUBLIC HEARING

Mayor Johnson opened the public hearing for the Wellhead Protection Plan Part 2. Pat Bailey from the MN Department of Health went through the program and the wellhead protection plan is a protection of the drinking water. Ms. Bailey went through the process for the protection plan. Pat Bailey stated that the City has non-vulnerable aquifers. Councilperson Coleman asked if we get water samples from private homes – Water/Wastewater Supervisor Bradford stated that we do not because we can’t control that persons plumbing.

Ken Foley – Canisteo Township Supervisor and Supervisor Larry Edgar have no negative comments on this information and have been involved in feedlots in the township. They thanked the City for the documents on wellhead protection and they are learning from it.

Mayor Johnson closed the Public hearing.

Motion to adopt the wellhead protection plan II made by Councilperson Coleman, second by Councilperson Borgstrom, with all voting Aye.

COMMITTEE REPORTS

None

OLD BUSINESS

Public Works Director Position – Mayor Johnson stated that the committee has vetted the applications and interviewed the top two scoring candidates and they recommend hiring Charlie Bradford as Kasson’s Public Works Director.

Motion by Councilperson Coleman, second by Councilperson Buck to hire Charlie Bradford at Step 2 \$37.23, Grade 16 as Public Works Director effective January 14, 2016.

NEW BUSINESS

None

MAYOR’S REPORT

Mayor Johnson also pointed out that the Police Department had 4037 calls in 2015 and there is not a secretary and would like to see if they could get someone part time. Administrator Coleman stated that she would try to work something out and bring an option to the next City Council meeting.

Mayor Johnson stated that Judy Ruport brought to his attention an article published January 11, 2016, a new ranking of the 17 cheapest yet great places to live in Minnesota and Kasson is #3. We are also ranked #12 for livability which has to do with the crime rate.

Mayor Johnson recommended the following persons to fill vacancies on boards and commissions:

Water Tower Committee - Ron Unger – **Motion by Councilperson Egger, second by Councilperson Borgstrom with all voting Aye to approve the appointment.**

EDA – Julie Olmsted to fill remainder of Lynn Sturgis term ending 12-31-16 – **Motion by Councilperson Borgstrom, second by Councilperson Buck with all voting Aye to approve the appointment.**

Park Board – Greg Kuball – 3 year term ending 12-31-18 – **Motion by Councilperson Egger, second by Egger with all voting Aye to approve the appointment.**

Library Board - Lisa Carlsen – 3 year term ending 12-31-18 – **Motion by Councilperson Buck, second by Councilperson Coleman with all voting Aye to approve the appointment.**

Library Board – Tarik Kamel – 3 year term ending 12-31-18 – **Motion by Councilperson Buck, second by Councilperson Coleman with all voting Aye to approve the appointment.**

Appointment of Official Newspaper – Dodge County Independent - **Motion to Councilperson Egger, second by Councilperson Borgstrom with all voting Aye to approve the appointment.**

ADMINISTRATOR’S REPORT

Attorney Policy – There was some discussion on the attorney policy. This is to save some money and make sure information gets out to everyone. This will be tabled and be brought back to the next meeting.

Communications Policy – this was mentioned at the last meeting and we already have a policy and this is for you to look at and we will bring this back to the next City Council meeting also.

Administrator Coleman stated that the request for proposals for city attorney was listed on the League of MN Cities website and was sent to all local attorneys and will be due January 21, 2016.

Administrator Coleman stated that she had a question on education and meetings, and the employees are bringing back the certifications and these are in their personal files.

Administrator Coleman asked about having a work session at public works department. The Council will check their calendars and bring back dates that work at the next meeting.

ENGINEER'S REPORT

No Report

PERSONNEL

None

CORRESPONDENCE

The following correspondence was reviewed;

1. Police Report for December 2015
2. SEMLM January 27 Meeting notice

ADJOURN: The meeting was adjourned at 6:32 p.m.

ATTEST:

Linda Rappe, City Clerk

Steve Johnson, Mayor