

KASSON CITY COUNCIL REGULAR MEETING MINUTES
January 27, 2016

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 27th 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, Melisa Ferris, Guy Kohlenhofer, Chris McKern and Nick Fitch

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

Agenda:

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

Consent Agenda:

Approve the January 13, 2016 Regular Meeting Minutes as submitted.

Approve the Claims processed after the January 13, 2016 regular meeting, as audited for payment in the amount of \$1,335,213.63.

Acknowledgement of Committee and Meeting Minutes

1. Library Board 9-8-15
2. Library Board 10-13-15
3. Library Board 11-10-15
4. Library Board 12-8-15
5. Planning Commission 11-9-15
6. Park Board 12-15-15

Conferences

1. Josh Hanson USPCA March 19 Stillwater, MN

Resolution to Accept Donations for Festival in the Park

Resolution 1.4-16

Resolution Accepting Donations for the Kasson Festival in the Park

(on file)

Agreement Between the City of Kasson and SEMCAC

Pay Estimate for Library

1. Custom Construction & Design Library Division 1 Est. #5 \$19,615.60

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

VISITORS TO THE COUNCIL

Guy Kohlnhofer – Dodge County Engineer for the Dodge County Highway Department was in attendance. Engineer Kohlnhofer informed the City Council that the County will be repairing the surface on County Highway 34, from the bridge near the Swenke shop to the east and widen the shoulders. Community Development Director Martin stated that there is only about 100 feet that is actually in the City’s jurisdiction. Last time it was done was 1996 or 1997 and they are looking at 20-25 years of service for this road. This project will be done this summer. **Motion to approve the resolution Councilperson Egger, second by Councilperson Coleman with all voting aye.**

Resolution 1.5-16

Resolution Approving County Project with Municipal Corporate Limits

PUBLIC FORUM

Melisa Ferris – 204 4th Ave NW – Ms. Ferris has concerns regarding the selection of the next city attorney. Ms. Ferris has the comparison chart in the packet and the information the City Administrator sent her today. She is a licensed attorney and brought up many points that she thought the council should consider when selecting the next city attorney. Ms. Ferris advised the Council, when you evaluate these proposals please read them carefully before you make a decision.

PUBLIC HEARING

None

COMMITTEE REPORTS

Library Building Committee – Art Tiff – Library Director gave an update on the new library building and that the inflation of the dome will happen tomorrow, January 28 at 11AM. Mr. Tiff stated that he has invited media, the council, the Chamber of Commerce and everyone he could think of to watch the inflation of the dome. Mr. Tiff stated that Division 9 which is framing and sheet rocking is the last bid to be done. Councilperson Borgstrom asked for a schedule of work to be done and they will get that for the council. The construction manager will be videotaping the raising of the dome and the tape will be on the library and city’s website once this is raised.

OLD BUSINESS

90 Minute Parking – Community Development Director Martin stated that late last year a downtown businessman approached the council regarding 90 minute parking in front of his building. Martin has contacted Public Works, the Police Department, and the Planning Commission and all recommend not to do this at this time. Mayor Johnson and Councilperson Buck agree that this will be tough to enforce. Chris Mckern stated that employees and business owners are some of the vehicles that plug up the parking spots and he also believes this would be tough to enforce.

NEW BUSINESS

Authorization to List and Sell Digger – Administrator Coleman stated that the new digger has arrived and the Public Works Director needs approval to list and sell the old 1993 digger. Councilperson Buck stated

that the City should ask for \$10,000 for the digger and see what they can get for it. **Motion to authorize the Public Works Director to list and sell the digger, made by Councilperson Borgstrom, second by Councilperson Buck with all voting Aye.**

Lease Agreement with People's Electric Cooperative –Administrator Coleman stated that People's Electric Cooperative has approached the City for a place to store their bucket truck and some supplies. Administrator Coleman stated that we do have space in the north building at the public works building and she and Electric Supervisor Kispert have worked out this arrangement. A one year lease is included in the council packet with \$450 a month payment. **Motion to Approve The Lease Agreement with People's Electric Cooperative made by Councilperson Coleman, second by Councilperson Borgstrom with all voting Aye.**

“Service Assured” program for water/sewer – Councilperson Egler did some research on this program. RPU has a program where customers are billed monthly and then when their service breaks the utility makes the repair. It is another service we could look at providing. Councilperson Borgstrom stated that this is \$1.99 for each service. Councilperson Borgstrom stated that we would have to look at the numbers to see if this would be feasible. Councilperson Buck stated that Rochester does their own digging and Kasson would have to sub it out. Nick Fitch stated that when he worked at SL Contracting they did all of the Rochester water breaks. Mayor Johnson stated that we could have the Finance Director and City Administrator look further into this.

Set Public Hearing for Vacation of easement – Community Development Director Martin stated that the Planning Commission will be entertaining a minor subdivision for A & A Electric to combine their three lots into one. There are easements between two of the lots and those would need to be vacated and that is a Council action. Martin stated that we will continue to have easements around the perimeter of the bigger lot. **Motion to approve the Resolution Setting the date for Public Hearing on the vacation of easement for February 24, 2016 made by Councilperson Egler, second by Councilperson Buck with all voting Aye.**

Resolution # 1.6-16

***A Resolution Setting A Public Hearing on Vacation of a Portion of Public Utility Easements
(on file)***

Administrator Coleman has received an invitation to meet with People's Electric Cooperative Board and Management on February 25 at Noon at their headquarters in Oronoco. She asked that if any of the Council Members would like to go to let her know.

MAYOR'S REPORT

Mayor Johnson appointed Councilperson Borgstrom as acting Mayor in his absence for 2016.

ADMINISTRATOR'S REPORT

Attorney Policy – Administrator Coleman stated that this is the same one handed out at the last meeting. Councilperson Egler stated that he thinks we need to wait until we get a new attorney. Mayor Johnson stated that we need to control who is calling the attorney. **Motion to Approve the attorney policy made by Councilperson Buck, second by Councilperson Borgstrom, Ayes: Buck, Borgstrom, Coleman and Johnson Nay: Egler**

Communications Policy – Administrator Coleman stated that this is the current policy in The Employee Handbook. Mayor Johnson stated that this looks good and just needs to be followed.

Request for Proposals for City Attorney – Administrator Coleman stated that current City Attorney Guzinski has reviewed these. Administrator Coleman invited the council to come and meet with her and ask any questions about the proposals.

Recommendation for Police Administrative Assistant – Administrator Coleman stated that we are going to test this using Krista Weigel and her position description does include special projects. We will start with 3 hours 3 days a week to develop a position description to see if this grows into a regular position. She will begin with training at the County. Councilperson Egger asked if she going to be there set hours Coleman stated that it would be 10AM-2PM Monday, Wednesday and Friday, but this will be flexible. We will see if this makes a difference. Councilperson Egger asked if she would be able to work her regular work if it is slow at the police station. Coleman stated that they are working on getting her access to the City server from the PD. Councilperson Buck asked about a lunch break and Coleman stated that her hours would actually be 10AM-1PM with a lunch from 1-2PM. Councilperson Borgstrom asked what does this do to the budget. Administrator Coleman stated that her salary is already in the general fund and we will pay her based on where she works. Councilperson Borgstrom asked if she would be getting mileage or driving a city vehicle. Administrator Coleman stated that she could take a city vehicle.

Memo of Understanding with MNPEA – MNPEA Representative Mike Martin stated that in the contract between City of Kasson and MNPEA there is language that called for a wage study to be begun January 1 2016 and there is no money in the budget. MNPEA is proposing that it makes more sense to have this completed by October of 2017. This would be a more efficient date to have this completed to have the most current information available when contracts are done. **Motion to Accept the Memorandum of Understanding with MNPEA made by Councilperson Egger, second by Councilperson Coleman with all voting Aye.**

Council Work Session – Mayor asked the Council to look the schedules over for possibly the 27th of February.

ENGINEER'S REPORT

City Engineer Brandon Theobald stated that in the Council packet is a purchase order for Ovivo Equipment. Mr. Theobald stated that he is requesting the Council to authorize staff to enter into an agreement with Ovivo for equipment that has been damaged. It could take up to 36 weeks to receive this equipment and with the construction on the WWTP starting this fall we will have this here to put into place. Councilperson Buck asked about rebuilding the gear box in case the new one fails. Engineer Theobald stated that the rebuild is \$52,000 and that is the gear box only and it would sit on a shelf. Engineer Theobald suggested keeping the old gear box but not have it rebuilt until it is needed. The \$77,000 is the cost of the shaft, gear box and motor. **Motion to approve purchase order made by Councilperson Buck, second by Councilperson Borgstrom with all voting Aye.**

PERSONNEL

None

CORRESPONDENCE

The following correspondence was reviewed;

1. Fire Department Report for December 2015

ADJOURN: The meeting was adjourned at 6:43 p.m.

ATTEST:

Linda Rappe, City Clerk

Steve Johnson, Mayor