

KASSON CITY COUNCIL REGULAR MEETING MINUTES
October 14, 2015

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 14th day of October, 2015 at 5:00 P.M.

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

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Clerk Rappe, City Engineer Brandon Theobald, Finance Director Nancy Zaworski, Economic Development Director Mike Martin, Library Director Art Tiff, City Attorney Joe Guzinski, Theresa Coleman and Dan Gibbs.

Mayor Johnson called the meeting to order at 5 P.M.

Interviews for the top two City Administrator candidates, Theresa Coleman and Mike Martin, were held. Councilpersons Coleman, Buck and Egger asked questions of the two candidates. Mayor Johnson and Councilperson Borgstrom felt they had their questions answered already since they were on the interview committee.

Discuss/Approve Proposed City Administrator Contract – Mayor Johnson suggested that City Attorney Guzinski write up a contract that will be brought back to the Council for approval. **Motion by Coleman, second by Borgstrom to have City Attorney Guzinski write a contract and bring it back to the council. All Ayes.**

Discuss/Approve hiring of City Administrator at Grade and Step – Mayor Johnson stated that he would like to see a motion to hire the candidate at Grade 20, Step 1, \$46.10 per hour. **Motion made by Borgstrom, second by Coleman to start the City Administrator at Grade 20, Step 1, \$46.10 per hour. All Ayes.**

Discuss/Approve making an offer to City Administrator Candidate – Councilperson Coleman stated that Mike Martin had the most experience. Mayor Johnson agreed that Martin has experience and that having both Martin and Coleman on staff would work well. Councilperson Egger stated that Martin has the experience and he could do both jobs of Economic Development Director and City Administrator and the City could save money. Mayor Johnson stated that the interview committee scored Coleman the highest and Martin came in third. Mayor Johnson feels confident with either candidate but likes the idea of a fresh face. Councilperson Borgstrom felt that Coleman was strong in grant writing and her ability to work with utilities and power and that she has a vast wealth of knowledge as well as Martin but recommends going by the scoring. Councilperson Egger didn't know if we would have more territory issues with Kasson's expansion and Martin has more experience.

Councilperson Coleman made a motion to offer Mike Martin the City Administrator position, seconded by Egger. Ayes: Coleman and Egger Nays: Borgstrom, Johnson and Buck. Motion Failed

Motion made by Councilperson Borgstrom, seconded by Buck to offer Theresa Coleman the position of City Administrator. Ayes: Borgstrom, Johnson and Buck Nays: Coleman and Egger. Motion Passed

Agenda:

No Amendments to the Agenda

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

Consent Agenda:

- a. **Minutes:** Approved the September 23, 2015 regular meeting minutes.
- b. **Claims:** Approved all claims paid after the September 23, 2015 regular meeting, as audited for payment in the amount of \$284,426.64
- c. **Conferences/Schools**
- d. **Minutes:**
 - 1. Park Board Minutes DRAFT 9-15-15
 - 2. EDA Minutes DRAFT 10-6-15
- e. **Evaluations:**
 - 1. Jarrod Nelson Lead Lineman Grade 11, Step 7 \$30.39 eff. 10/23/15
 - 2. Steve Burke Streets/Public Works Grade 7, Step 3 \$20.40 eff. 9/22/15

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

VISITORS TO THE COUNCIL

PUBLIC FORUM

PUBLIC HEARING

Animal Ordinance – Motion to open the public hearing made by Egger, second by Borgstrom with all voting Aye. Finance Director Zaworski stated that the police came up with the ordinance and this would replace the entire animal ordinance. This has been reviewed by the City Attorney. No comments from the public.

Motion to close the public hearing made by Egger, second by Borgstrom with all voting Aye.

Motion to approve the Ordinance made by Coleman, second by Borgstrom with all voting Aye.

#857
Animal Control
(on file)

Gibbs Partners Tax Abatement – Recessed from September 23, 2015 – Motion to open the public hearing made by Coleman, second by Borgstrom with all voting Aye. Community Development

Director Martin stated that Gibbs Partners is asking to abate a portion of the 8,000 square foot building that will be built on the Gibbs property. Dan Gibbs was present. Director Martin stated that the EDA recommends approval of the tax abatement.

No Comments from the public.

Motion made by Egger, second by Buck with all voting Aye to close the public hearing.

Motion to approve the resolution approving the tax abatement made by Coleman, second by Borgstrom with all voting Aye.

#10.1-15

*Resolution Approving Property Tax Abatement Related to Gibbs Partnership LLP Project 2015
(on file)*

COMMITTEE REPORTS

Library Board/Building Committee Updates - Art Tiff, Library Director passed out estimates on Divisions 3 and 4 of the Library building project. The Library Board approved the estimates from Greystone. Division 4 is over budget but Division 3 is under budget. Councilperson Borgstrom wanted Director Tiff to confirm that they will be able to start when they say since everyone is under the gun this time of year to get projects in.

Motion to accept the Division 3 estimate from Greystone made by Egger, second by Buck with all voting Aye.

Motion to accept Division 4 estimate from Greystone made by Coleman, second by Buck with all voting Aye.

Director Tiff stated that according to the project manager they will be inflating the balloon before Thanksgiving.

EDA – Recommendation to Approve Loan to Gibbs Partners - Community Development Director Martin stated the City Council has already approved this in spirit. The EDA is asking to approve the documents before you. **Motion to approve the loan to Gibbs Partners, made by Borgstrom, second by Coleman with all voting Aye.**

EDA – Folkestad Building /Land Sale - The EDA has reviewed this and recommends that the City Council sell the building and lot for \$400K. Martin stated that the contracts are in place. This is what an incubator building is for. **Motion to sell Folkestad building made by Egger, second by Coleman with all voting Aye.**

OLD BUSINESS

Potential Open Meeting Law Ordinance – Councilperson Coleman brought this forward to clear up any confusion for future Councils. Attorney Guzinski submitted a general sentence to insert in the Code of Ordinances that makes all meetings of Council, Boards, Commission and Committees public excepting the items listed in MN Statute 13D. Mayor Johnson stated that the new City Attorney may interpret the Statute differently and does not feel this is needed. City Attorney stated that the City Council wasn't aware of this law and this would put future councils on notice of this law.

Easement Vacation – The City Council held the public hearing on September 23, 2015 and tabled the action on the resolution. The Planning Commission has met and re-reviewed their recommendation and the recommendation remains the same. **Motion to approve the easement vacation made by Buck, second by Borgstrom with all voting aye.**

#10.2-15

*A Resolution Vacating A Portion of Utility Easements
(on file)*

NEW BUSINESS

Street Work – Council Authority – Councilperson Egglar received a call asking why the city was fixing potholes on the Anytime Fitness property. Egglar did research and found out that a Councilmember told a city employee to fix these. Councilperson Egglar stated that a single councilperson cannot direct employees work. The City Council has to do the directing. The Public Works Director reports to the City Administrator and the City Administrator reports to the Council and there is a chain of command. Egglar stated that the Council’s authority comes from the Council as a whole not from an individual Councilperson. Councilperson Buck stated that the Public Works Director told the employee to call Buck. Councilman Buck stated that it is common sense to use waste/extra blacktop in pot holes rather than throwing it away. Council person Buck stated we should put more effort in trying to solve real problems instead of bringing up little ones we’d all get something done. Mayor Johnson then stated that this should not even come to council, just to pick up the phone and talk to a councilman to discuss. Mayor Johnson stated maybe we didn’t follow the actual guideline but not too many people would complain.

Modifying the TIF Plan for TIF District 1-2 – Finance Director Zaworski stated that this is the last year of existence of this TIF District and we could get some work done before it is done. This is tweaking the wording to expand the scope of work to be done. **Motion to Approve the Resolution to Modify the TIF District 1-2 made by Egglar, second Buck with all voting Ayes.**

#10.3-15

*Resolution Modifying the Tax Increment Financing Plan for Tax Increment Financing District No. 1-2 of the City of Kasson
(on file)*

MAYOR’S REPORT

Mayor thanked the Fire Department for their Open House during Fire Prevention Week.

ADMINISTRATOR’S REPORT

ENGINEER’S REPORT

Professional Services Agreement for WWTF Improvements Phase I – City Engineer Brandon Theobald stated that this is the current revised proposed project. We have received preliminary approval from the MPCA that this project is likely going to be feasible with the review. Engineer Theobald went through the agreement. Councilperson Coleman asked about the construction observation person. Theobald stated that we have one on every project and they are the eyes and ears of each project and they keep track of the contract documents and coordination of each of the entities of this project. Councilperson Egglar asked if this \$505,000 is a lump fee or pay as you go. Engineer Theobald stated that there will be monthly payments. **Motion to approve the Professional Services Agreement for the WWTF made by Coleman, second by Buck with all voting Aye.**

PERSONNEL

Grievance Arbitration Representation Contract – City Attorney Guzinski stated that a grievance has been filed by Thomas Ricke over the termination of his position. Attorney Guzinski spoke to the League of MN Cities and they recommend Attorney Susan Hansen. Attorney Guzinski also recommends hiring Attorney Susan Hansen. **Motion by Borgstrom with a second by Buck to hire Attorney Susan Hansen as the Arbitration Attorney with all voting Aye.**

Burt Fjerstad Retirement Letter – Mayor Johnson stated that Burt Fjerstad will be retiring as Public Works Director as of December 31, 2015. Mr. Fjerstad also requested in his letter that they hire Charlie Bradford for Public Works Director when he leaves. Mayor Johnson likes the idea of keeping the job in house and it will have to be discussed. Mayor Johnson thanked Mr. Fjerstad for his years of service. **Motion to accept the retirement of Burt Fjerstad made by Egger, second by Coleman with all voting Aye.**

Public Works Director Job Description – Mayor Johnson stated that this is just a discussion and the City Attorney can help us with verbiage. Mayor Johnson is thinking a two week to 30 day training period.

CORRESPONDENCE

The following correspondence was reviewed;

1. LMC Regional Fall Meeting – Oct 29, Austin, MN
2. Rural by Design Workshop – January 8, 2016, Eagle Bluff Learning Center, Lanesboro
3. Workforce Shortage Workshops
4. Cash and Investment Summary
5. 10 year Anniversary for Prairie Meadows Assisted Living Open House Oct 25

ADJOURN: The meeting was adjourned at 6:05 p.m.

ATTEST:

Linda Rappe, City Clerk

Steve Johnson, Mayor