

**KASSON CITY COUNCIL REGULAR MEETING MINUTES**  
**November 12, 2014**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 12th day of November, 2014 at 6:00 p.m.

**THE FOLLOWING MEMBERS WERE PRESENT:** Coleman, Egglar, Hopkins, Worden and Nelson.

**THE FOLLOWING MEMBERS WERE ABSENT:** None.

**THE FOLLOWING WERE ALSO PRESENT:** City Administrator Lenth, City Clerk Rappe, Community Dev Director Martin, Finance Director Zaworski, City Engineer Neil Britton, Mayor-elect Johnson, Councilpersons-elect Borgstrom and Buck, Gary Kautz, Randy Carlson and Judy Ruport.

Mayor Nelson called meeting to order at 6PM.

**COUNCIL**

**Agenda:** *Motion by Coleman and second by Worden, with all voting aye, to approve the November 12, 2014 agenda with the following amendments:*

Add:           E.1 Library Building Committee Report  
                  I.1 West Main Parking Lot

**Consent Agenda:** *Motion by Egglar and second by Coleman to approve the November 12, 2014 consent items. Ayes: Coleman, Egglar, Hopkins, Nelson and Worden. Nays: None.*

- a.     **Minutes:** Approved the October 22, 2014 regular meeting minutes as submitted.
- b.     **Claims:** Approved all claims paid after the October 22, 2014 regular meeting, as audited for payment in the amount of \$208,087.21.
- c.     **Acknowledgement of Committee and Meeting Minutes:**
- d.     **Annual Evaluations:**
- e.     **Conferences/Training:**
  - 1. Josh Hanson – Supervisor Survival           Rochester, MN           Nov 17-18
  - 2. Jesse Reding - Supervisor Survival           Rochester, MN           Nov 17-18
  - 3. Ron Unger – Northern Green Expo           Minneapolis, MN       Jan 14-16, 2015
- f.     **Pay Estimates/Change Orders:**
  - 1. Pember Companies, Inc   Pay Est #2   Lions Park and Trail   \$70,830.65
  - 2. Mohs Contracting       Final   Phase 2       Folkestad Bldg       \$55,287.22

- g. **Resolution Certifying Delinquent Claims to the County Auditor**
- h. **Approve Shopko Certification of Off Sale 3.2 Liquor License**
- i. **Resolution authorizing TIF Fund Transfers**

**VISITORS TO THE COUNCIL –**

- 1. Mayor Nelson presented Gary Kautz with a plaque for volunteering his time to paint the crosswalks and fire hydrants and thanking him for his time and dedication to the City.
- 2. City Clerk Rappe canvassed the November 4, 2014 election for Mayor and City Council.

**PUBLIC FORUM** - Judy Ruport, 403 3<sup>rd</sup> Ave SW – asked about what the transfer of the TIF fund that was in the consent agenda was for. Finance Director Zaworski stated that this is not a budgeted item this year but we ask for approval to have the TIF funds pay City Hall for managing the TIF funds during the year. Ms. Ruport asked how many funds there were and how much is charged to each fund. She was directed that the information is in the Council meeting packet and she was given a copy of the Resolution.

**PUBLIC HEARING**

**COMMITTEE REPORTS**

- 1. **Library Building Committee** – Earlene King, Chairperson of the Library Building Committee and she wanted to update the City Council on where they are at with the MN Library Construction Grant. The predesign packet meets all of the State requirements and the grant proposal has gone through stage one and is in stage two and they are expecting a answer by the end of November. Ms. King wanted to publicly and officially thank Art Tiff and Nancy Zaworski for all of the work they have put into this.

**OLD BUSINESS**

**NEW BUSINESS**

- 1. **Extension Request for Tierra AKA 2012** – Finance Director Zaworski stated that these next few topics are yearend housekeeping and clean up. This is an extension request for one of our Petition and Waiver Agreements, with smaller development projects the developer has an agreement with the City to fund the project and the developer pays back the City as they sell the lots. So this is just an extension until all of the lots are sold. The developer still pays the interest.

**Motion made by Worden, second by Hopkins, Ayes: Coleman, Eggler, Hopkins, Nelson and Worden. Nays: None to grant the request of Tierra AKA to extend the “interest only” provision through 2015**

2. **Resolution Adopting Assessment For Petition and Waiver Agreement Oppidan Improvements**– Finance Director Zaworski addressed this resolution. The schedule is attached to the resolution and this is the opportunity to officially send the assessment roll to the county to start payments next year. This comes right out of the development agreements with Oppidan. This is the City approving a special assessment and not the assessed value. **Motion to approve the Resolution adopting Assessment for Petition and Waiver Agreement Oppidan Improvements made by Egger, seconded by Worden. Ayes: Coleman, Egger, Hopkins, Nelson and Worden. Nays: None.**

*(on file)*

**Resolution #11.3-14**

**Resolution Adopting Assessment for Petition and Waiver Agreement Oppidan Improvement**

3. **Resolution Authorizing Fund Reallocation and Transfer** – Finance Director Zaworski stated that this takes care of removing deferred liability by allowing the funds to be applied to other areas where they may be needed. This is to take off the restriction of funds for demolition of the Old Kasson School set back in 2007 and 2008. These funds are in the EDA fund. **Motion to Approve the Resolution Authorizing Fund Reallocation and Transfer made by Coleman, second by Egger, upon a vote being taken those voting in favor thereof: Coleman, Egger, Hopkins, Nelson and Worden. Those against same: None.**

*(on file)*

**Resolution #11.4-14**

**Resolution Authorizing Fund Reallocation and Transfer**

4. **Resolution Modifying the Tax Increment Financing Plan for Tax Increment Financing District No 1-2 of the City of Kasson** – Finance Director Zaworski stated that this relates to a very old TIF district and pre-dates the laws changed allowing the TIF money to be used only in that district so it is grandfathered in and she would like to modify this plan to use this money towards some alley renovation projects we would like to do next year. **Motion to approve the Resolution Modifying the Tax Increment Financing Plan for Tax Increment Financing District No 1-2 of the City of Kasson, made by Hopkins, second by Worden with all voting Aye.**

*(on file)*

**Resolution #11.5-14**

**Resolution Modifying the Tax Increment Financing Plan for Tax Increment Financing District 1-2 of the City of Kasson**

**MAYOR'S REPORT**

**ADMINISTRATOR'S REPORT**

1. **West Main Parking Lot** – Administrator Lenth informed the Council that Public Works Director Fjerstad brought this to his attention today and suggested that we grade and put some gravel in the area where the house used to stand on the Folkestad property. We have no cost estimates yet. Mayor Nelson wanted to know if we can work with the Kasson Clinic to combine this parking lot with theirs so we don't have two driveways so close to each other. The Council decided to send this to the streets committee to make a recommendation and bring it back to the Council on November 25.

**ENGINEER’S REPORT**

1. City Engineer, Neil Britton informed the Council that there will be two carry over projects until next year. The 3<sup>rd</sup> Ave seeding and sodding and a broken piece of cement on the Hwy 34 trail didn’t get done before the weather turned. There is also a claim against Pember Company for a broken sprinkler system for Lifestyles. Mr. Britton also had some comments regarding the previous discussion on the design of the parking lot and will send those comments to the streets committee.

**PERSONNEL**

1. **Professional Association Activity** – Administrator Lenth stated that we like to have our employees involved in their professional associations and boards. Finance Director Zaworski is one of two nominees for Global Director for the Institute of Management Accountants. **Motion by Worden, second by Hopkins to support the nomination of Nancy Zaworski as Global Director for the Institute of Management Accountants, with all voting Aye.**

**CORRESPONDENCE:**

1. Cash and Investment Summary was acknowledged

**ADJOURN:** The meeting was adjourned at 6:37 p.m.

**ATTEST:**

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Linda Rappe, City Clerk

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Matt Nelson, Mayor