

**KASSON CITY COUNCIL REGULAR MEETING MINUTES
November 25, 2014**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 25th day of November, 2014 at 6:00 p.m.

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

THE FOLLOWING MEMBERS WERE ABSENT: Egger.

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, Councilperson-elect Buck, Janet Sinning, and Randy Carlson.

Mayor Nelson called meeting to order at 6PM.

COUNCIL

Agenda: *Motion by Hopkins and second by Coleman, with all voting aye, to approve the November 25, 2014 agenda with the following amendments:*

Add: K3 - PT Police officer recommendation
Grave digging increase add to fee ordinance
E4 - Library Building Committee
E5 - Streets Committee Report
H2 - Letter from a Resident
F1 and G1 combine

Consent Agenda: *Motion by Coleman and second by Worden to approve the November 25, 2014 consent items. Ayes: Coleman, Hopkins, Nelson and Worden. Nays: None.*

- a. **Minutes:** Approved the November 12, 2014 regular meeting minutes as submitted.
- b. **Claims:** Approved all claims paid after the November 12, 2014 regular meeting, as audited for payment in the amount of \$669,799.92.

c. **Acknowledgement of Committee and Meeting Minutes:**

EDA Minutes 11-10-14 Draft

d. **Annual Evaluations:**

Mike Martin	Annual Evaluation	Move to Grade 14 Step 7	\$36.23 Eff. 12-5-14
Nancy Zaworski	Annual Evaluation	Move to Grade 16, Step 6	\$40.18 Eff. 08-13-14

e. **Conferences/Training:**

Linda Rappe	IIMC Region VI Mtg	Decorah, IA	Jan 23-24, 2015
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f. **Pay Estimates/Change Orders:**

VISITORS TO THE COUNCIL

PUBLIC FORUM - Councilperson Elect Doug Buck voiced his concerns with putting gravel on the parking lot by the Folkestad building. He is concerned with runoff, cost, Mayo's lot and a light pole that would be in the way.

PUBLIC HEARING

COMMITTEE REPORTS

1. **Electric Committee** – WWTP Electric Territory, Administrator Lenth informed the Council that we have numbers for what Xcel would be charging us to take back our territory and we are still in negotiations regarding undepreciated assets. But this should be the most we would have to pay for this territory. We are looking at April 2015 to start. After transfer of the electric service to Kasson Electric the City will begin the process to provide electricity to the high school. ***Motion to approve the resolution made by Worden, second by Hopkins with all voting Aye.***

(on file)

Resolution #11.6-14

Resolution Approving and Directing the Take-over of Electric Territory from Xcel Energy

2. **Planning Commission** – The Planning Commission Minutes from October 13, 2014 were included as background for Cunningham's First Final Plat.

Resolution and certificate of survey regarding Cunningham's 1st Subdivision are included in the packet. The Planning Commission held a public hearing and found this plat satisfies all requirements. There is a development agreement that is to the satisfaction of both parties. This also includes a petition and waiver agreement and the property owners will accept certain assessments. ***Motion to approve the resolution approving Cunningham's Final Plat made by Coleman, second by Worden with all voting Aye.***

(on file)

Resolution #11.7-14

Resolution Approving Cunningham's 1st Subdivision Final Plat

3. **Park Board** – The Park Board Minutes from October 21, 2014 were included as background for this discussion.
Coleman informed the Council that Park Board Member Liza Larsen has moved out of the city limits, Ms. Larsen has been a board member for quite a while and the board would like to keep her on. Coleman has looked up the original resolution forming the Park Board and resolutions that followed and couldn't find where we don't allow non-residents as members. Councilperson Hopkins stated the reason is that non-residents do not pay taxes to run the

parks and we would need a resolution to allow this. The park board is asking that staff take a look at it since it is an ordinance. Administrator Lenth stated that even though these advisory boards their recommendations have a lot of weight. Current Park Board Member Janet Sinning asked how long this would take and if Ms. Larsen could stay on until the end of her term.

4. **Library Building Committee** Update – Earlene King stated that since the last meeting the board has received notice that the applicants exceeded the funds available for the State Rural Grant and we would not be getting any funds. The Board did get notified that they received \$25k from the Mardag Foundation. The Library Building Committee is working on adjusting and trimming the budget and they continue to apply for grants.
5. **Streets committee** – Administrator Lenth informed the Council they met with the Public Works Director and they discussed the merits of graveling the lot for temporary parking. Administrator Lenth also informed Kasson Clinic of a potential project in the future.

OLD BUSINESS

Ice Arena Insulated Floor Agreement with Dodge County – Ice arena committee met and agreed to purchase an insulated floor and this resolution is an agreement to memorialize responsibilities. Councilperson Hopkins objected to the Agreement and stated that this building was constructed as an ice arena and not a multipurpose building. This resolution states that the agreement is between the City and Dodge County on behalf of the Fair Board. The total cost of the floor is \$12K and the County would have to pay half.

Motion to approve the resolution made by Worden, seconded by Coleman. Ayes; Worden, Coleman and Nelson. Nays: Hopkins

(on file)

Resolution #11.8-14

Resolution Approving and Directing an Agreement between the City of Kasson and Dodge County on behalf of the Dodge County Fair Board

NEW BUSINESS

1. **Tierra aka, Petition and Waiver – and Blaine’s 12th Subdivision General Development Plan** – Community Development Director Martin stated that this plan is a modification of the previous general development plan and has been approved by Planning Commission. This new plan and petition and waiver takes out Masten Creek Parkway and takes out a railroad crossing and creek crossing. Tierra is responsible for water and sewer and roads except where the pipes would be over 8 inches and the city and state would pay 100% of the bridge cost. There is no time limit and will be development driven. And by combining the petition and waiver with the general development plan this eliminates two crossing down to one bridge. Once development gets to that point the DNR will be brought into the discussions. This is not a new agreement just a modification of the current agreement. The bridge could cost approx. \$350K-\$400K and could possibly be culverts instead of bridging.

Motion to approve the petition and waiver agreement made by Worden, seconded by Coleman with all voting aye.

2. **Snow Hauling quotes for 2015** - Swenke-Ims was the lone bidder. ***Motion to approve the contract with Swenke Ims for 2015 snow hauling, made by Hopkins, seconded by Worden. Ayes: Hopkins, Nelson and Worden. Coleman abstained.***
3. **2015 Fee Ordinance** – The 2015 Fee Ordinance includes the increase in cemetery digging charges and a new charge for burials after 5pm (\$100). ***Motion to approve the 2015 fee schedule made by Coleman, seconded by Hopkins with all voting aye.***

MAYOR'S REPORT

1. Mayor Nelson announced that the budget and Levy discussion will be held December 10, 2014 at the regular City Council meeting.
2. Mayor Nelson received a letter from eight year old Ryan Reed who would like to see a Christmas tree in north park and he would help decorate it. Mayor Nelson will donate the tree and we will have donated ornaments. Mayor Nelson will contact Mr. Reed when the tree is ready for decorating.

ADMINISTRATOR'S REPORT

ENGINEER'S REPORT

1. **Wellhead Protection Plan** - City Engineer Neil Britton requested approval for part 1 Wellhead Protection Plan and authorization for part 2. There are 3 wells that are active in Kasson. The distributed map and report show how receptive these wells are to infiltration and contamination. Councilperson Coleman asked if this was necessary, Engineer Britton informed the Council that this is state mandated. Part 2 is a ten step process. ***Motion to Approve Part 1 and Authorize Part 2 made by Hopkins, seconded by Coleman with all voting Aye.***
2. **Blaine's 12th Feasibility Study** - City Engineer Britton referred to the map including the 11 lots Blaine will be working on next and part of the assessment process to have a feasibility study done and this is to authorize a feasibility study. We always maintain a first mortgage on all of the properties to ensure the payment of the assessments.
Motion to Approve the Resolution Ordering the Preparation of Report on Improvements in Blaine's 12th made by Worden, seconded by Coleman with all voting Aye.

(on file)

Resolution #11.9-14

Resolution Ordering Preparation of Report on Improvements in Blaine's 12th

PERSONNEL

1. **IBEW Union Contract** - City Administrator Lenth stated if there are any questions we can close the session to the public but all the information has been provided to Council in previous meetings and through email. ***Motion to approve the labor agreement made by Hopkins, seconded by Worden with all voting Aye. Motion to include the non-union people in the 1000 hour sick leave buy out at 10% into an HSA or VEBA account at year end 2014 made by Coleman, seconded by Hopkins with all voting Aye.***
2. **Stipend for Community Development Director Martin** - City Administrator Lenth informed the Council that there would be no more mileage and meal reimbursements and this would be a stipend that is included in Community Development Director Martin's wages. The Administrative Committee met and suggested a stipend of \$550 a month. ***Motion to approve the stipend of \$550 effective January 1, 2015 made by Worden, seconded by Coleman with all voting Aye.***
3. **Police Department Hiring Request** - Police Chief Schuck submitted three names the interview committee is recommending to hire as part time police officers. All three are licensed peace officers and will need very little training, so it is just basically uniform cost. Our current part time officers are not able to work very often and have other fulltime positions elsewhere. ***Motion to accept the recommendation of the interview committee to hire Gary Scofield, Michele Clements and Gerald Runnells as part time police officers made by Hopkins, seconded by Coleman with all voting Aye.***

CORRESPONDENCE:

1. READI Membership

ADJOURN: The meeting was adjourned at 7:15 p.m.

ATTEST:

Linda Rappe, City Clerk

Matt Nelson, Mayor