

**KASSON CITY COUNCIL REGULAR MEETING MINUTES**  
**April 22, 2015**

**5:15 Council Work Session**

**THE FOLLOWING MEMBERS WERE PRESENT:** Buck, Coleman, Eggler and Johnson.  
Borgstrom arrived at 5:25

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

**THE FOLLOWING WERE ALSO PRESENT:** City Clerk Rappe, Community Dev Director Martin, Finance Director Zaworski, Library Director Art Tiff, Brandon Theobald and Bill Angerman from WHKS, Gretta Becay and Ron Eidem.

1. **Review of 2014:** Finance Director Nancy Zaworski presented the City's 2014 Annual Review of revenues and expenditures and the projects ahead for the 2015 and 2016 budgets.

5:45 Recess until 6:00 PM

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 22nd day of April, 2015 at 5:15 PM.

Mayor Johnson called meeting to order at 6 PM.

**COUNCIL**

**Agenda: Motion by Coleman and second by Buck, with all voting Aye, to approve the April 22, 2015 agenda with the following amendments:**

Remove: K.1 Supervisors Meeting

Add: Consent agenda under claims permission to refund Marti Electric and Tri-Star variance payments, and to hold the remittance to WSN until requests by the City have been fulfilled.

**Consent Agenda:**

**Motion by Borgstrom and second by Coleman to approve the April 22, 2015 consent agenda. All Ayes.**

- a. **Minutes:** Approved the April 8, 2015 regular meeting minutes.
- b. **Claims:** Approved all claims paid after the April 8, 2015 regular meeting, as audited for payment in the amount of \$550,308.35.
- c. **Acknowledgement of Committee and Meeting Minutes:**  
Planning and Zoning                      3.9.15
- d. **Conferences:**
  1. Fire Chief Association Annual Conference                      Oct 21-24                      Duluth, MN
    - a. Joe Fitch, Doug Robinson, CJ Seljan, Steve Jurrens



**Resolution #4.1-15**  
**Approving the Sale of Public Property**

**Engineer Agreement** – This is the Professional Agreement between the City of Kasson and WHKS & Co. Councilperson Coleman asked if the City Attorney had looked at the agreement and Finance Director Zaworski stated that he had and the Attorney stated that the engineer is at the whim of the Council. **Motion to approve the Professional Agreement between the City of Kasson and WHKS & Co. made by Borgstrom, second by Coleman with all voting Aye.**

**Solar Panel Rebates** - Councilperson Buck stated he wanted this on the agenda because he had a citizen ask about a rebate for solar panels. Finance Director Zaworski stated that these are not allowed at this time and we are working with CMMPA on the rebate programs. We will be the first to know when it becomes available.

**Sanitary Sewer Backflow Prevention** – Councilperson Buck would like to send letters to people who have had backups to let them know they can put in a backflow valve that could prevent future backups. Community Development Director Martin stated that these have been required on all new homes since 2009. Councilperson Buck would like to implement a program to install backflow valves and would like Martin to check on a price to put them in. Finance Director Zaworski will put a “watch for this” in the newsletter.

**Budget Money Spending** – Councilperson Buck asked that this be on the agenda to remind everyone that just because the money is in the budget, he would still like to make sure it is being spent wisely. Finance Director Zaworski stated that we are mandated by the State of MN to get bids on all purchases between \$25K and \$100K and on any construction. Zaworski stated that we try to get the best price available. Councilperson Buck would like the Shop purchases run by them first. Councilperson Egger stated that there are emergencies when they have to make their own decision. Zaworski stated that this is a good place for committees that the Public Works Director could discuss this with the committee. Councilperson Borgstrom stated they are not trying to micromanage, but they do have knowledge on certain trades. Zaworski also stated that we always try to balance buying locally with out-of-town purchases.

**MAYOR’S REPORT**

**City Administrator Applications** – Mayor Johnson stated that the applications will be opened tomorrow. They will then be scored by the committee. City Clerk Rappe stated 5 applications have been received so far.

**ADMINISTRATOR’S REPORT**

**ENGINEER’S REPORT** - Brandon Theobald introduced Bill Angerman, COO and head of the wastewater division and engineering. Mr. Theobald listed the projects they have slated for Kasson as 4<sup>th</sup> St SE, alley work, and the water main between the high school and Kasson Meadow Subdivision. Mr. Theobald is asking for authorization to work with the developer to relieve the water main issue in the Kasson Meadows Subdivision, and time is of the essence since SL Contracting is working on this subdivision currently, and there isn’t another Council meeting for 3 weeks. Martin stated that as part of their construction project, the school district is intending to create a loop with an 8 inch water main, but we are proposing to change the type of pipe they use and this pipe will be used for drinking and fire protection water. The City will then own and operate the main and the school will give us an easement for the main. Councilperson Buck would like to get the pipe in the ground while everyone is there now. Mr. Angerman stated that WHKS has met with staff to see what is most efficient for transitioning. Zaworski asked WSN to submit a proposal for time and

dollar amount to finish the projects they are close to finishing. Mr. Angerman stated that they are waiting to see where WSN is on their projects. Mr. Angerman stated that they toured the water treatment plant; first impression was that staff is doing a great job keeping it in good condition. Second, the agreement with Mantorville states that it will be constructed this year, and that it will not happen this year. Plans are not completed yet and realistically, this would be moving too soon to get started this year. Councilperson Borgstrom wanted to know who should have taken the lead on this to have it completed on time. Mr. Angerman stated that from now on they will take the lead on this and will establish a timeline. Councilperson Borgstrom also wanted to know how the billing will be broken out. Mr. Angerman stated they will show Zaworski a range of options to see how we want the billing broken out. Regardless of whether Mantorville is connecting, we would have to do the project anyway. It is just dependent on how big this would be. Councilperson Buck wanted to know how this affects the agreement with Mantorville. Zaworski stated we will have to discuss it.

**PERSONNEL**

**CORRESPONDENCE:**

1. Timesheets – The new Public Works timesheets were briefly discussed and will be put into use starting May 17.

**PUBLIC FORUM** – City Clerk Rappe presented the trophy the employees won placing First Place in the Southeast Service Cooperative’s walking challenge beating 12 other Cities and Counties.

Councilperson Coleman informed the Council the Park employees will move the park equipment saving the Library \$4,000. There was an issue in the Northwest Park with the signs saying, “No Pets”. The sign is being changed to “Please Clean Up After Your Pets”.

Councilperson Buck informed the council the Library Board received a \$10K grant from AgStar at their board meeting last week, and the Friends of the Library will be writing a check for \$23K for furnishings.

**ADJOURN:** The meeting was adjourned at 7:22 p.m.

**ATTEST:**

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Linda Rappe, City Clerk

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Steve Johnson, Mayor