

KASSON CITY COUNCIL REGULAR MEETING MINUTES

April 24, 2013

5:00 Council Work Session

1. **Review of 2012:** Finance Director Nancy Zaworski presented the City's 2012 Annual Review of revenues and expenditures and the projects ahead for the 2013 and 2014 budgets.

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 24th day of April, 2013 at 6:00 p.m.

THE FOLLOWING MEMBERS WERE PRESENT: Tjosaas, Coleman, Egger, Hopkins, and Nelson

THE FOLLOWING MEMBERS WERE ABSENT: none

THE FOLLOWING WERE ALSO PRESENT: City Administrator Lenth, Finance Director Zaworski, Community Dev Director Martin, City Attorney Guzinski, City Engineer Neil Britton, Library Director Art Tiff, Gretta Becay, Kyle Meyers(Auditor), Tim Woessner, Duane Baldwin, Randy Carlsen, Earlene King, and others. Mayor Tjosaas presided over the meeting.

COUNCIL

Agenda: Motion by Hopkins and second by Egger, with all voting aye, to approve the April 24, 2013 agenda with the following amendments:

- Add: A.2 Consent Agenda; f. Pay Estimates, Aquatic Center Pay Estimates
E.2 Committee Reports; Park Board, g. Approve Aquatics Center Manager
F. Old Business Move #5 Approve Old Elementary School bid for demolition to #6, and add, Old Business #5 Closed Session regarding pending litigation

Consent Agenda: Motion by Nelson and second by Coleman to approve the April 24, 2013 consent items.

Ayes: Tjosaas, Coleman, Egger, Hopkins, and Nelson. Nays: None.

1. **Minutes:** Approved the April 10, 2013 regular meeting minutes as submitted
2. **Claims:** Approved all claims processed after the April 10, 2013 regular meeting, as audited for payment in the amount of \$466,032.91
3. **Acknowledgement of Committee and Meeting Minutes:** Acknowledged the following committee/meeting minutes for:
 - a. Library Board Minutes – April 9, 2013
4. **Annual Evaluations**
 - a. Don Cassidy- Move to Grade 10, step 2 \$22.98 effective 4/26/13
 - b. Krista Weigel- remove from probation, move to Grade 7, step 2 \$18.76 effective 4/22/13
5. **Conference/Training**
 - a. Randy Lenth MCMA Conference May 1-3 Nisswa, MN
 - b. Mike Martin LMC Annual Conf June 20-21 St Paul, MN
 - c. Nancy Zaworski LMC Annual Conf June 20-21 St Paul, MN
6. **Pay Estimates**

a. MOHS Construction	Aquatic Center	Est #5	\$10,923.10
b. A&A Electric	Aquatic Center	Est #3	\$38,779.00
c. Superior Mechanical	Aquatic Center	Est #6	\$11,780.00
d. Neuman Pools	Aquatic Center	Est #6	\$ 8,987.00

VISITORS TO THE COUNCIL

1. **Kyle Meyers, CPA – Abdo, Eick & Meyers, LLP – 2012 Audit Review:** Kyle Meyers, CPA from Abdo, Eick & Meyers, LLP, reviewed the City of Kasson's 2012 annual audit results. Fund balances are about the same or better than 2011, and, in comparison to other cities, performance ratios are generally better than other cities. Motion by Nelson and second by Coleman, with all voting aye, to accept the City of Kasson Annual Financial Report for the year ended December 31, 2012.
2. **Duane Baldwin– K-M Habitat for Humanity:** Duane Baldwin, K-M Habitat for Humanity, explained the mission of Habitat for Humanity and noted that the first home in Kasson was completed in June 2010 with one in Mantorville was completed in December 2012. They currently are working in Dodge Center on a home and are looking for lots in Kasson or Mantorville for their next build.

PUBLIC FORUM

1. **Tim Woessner:** Tim Woessner introduced himself as a new attorney in town working with Weber and Leth, PLC.
2. **First Presbyterian Church:** On behalf of First Presbyterian Church, Randy Carlsen distributed letters to the Council thanking them for the meeting on the skate board park.

COMMITTEE REPORTS

1. **Library Board:** Hopkins informed Council that the FEMA grant for the safe shelter will have deadlines, or the funds will go back to FEMA. Mayor Tjosaas appointed Councilmember and Library Boardmember Lori Hopkins, Library Director Art Tiff, and City Finance Director Nancy Zaworski to the RFQ Review Committee. Motion was made by Nelson, seconded by Coleman, to approve the Request for Qualifications for Architectural Services (RFQ) and its publication. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Eggler, Hopkins, Nelson. Those against same: none.
2. **Park Board:**
 - a. **Approve fees from March 14, 2013 Park Board minutes:** Motion by Eggler and second by Hopkins, with all voting aye, to approve fees from March 14, 2013 Park Board minutes.
 - b. **Approve MN WiFi proposal:** Installation will be at no cost to the City and MN WiFi signs will be posted. Motion by Nelson and second by Eggler, with all voting aye, to approve the MN WiFi installation in Veterans and West Park.
 - c. **Approve 2013 wages:** Motion by Eggler and second by Nelson, with all voting aye, to approve the 2013 wages for summer employees.
 - d. **Approve list of hires:** Motion by Hopkins and second by Coleman to approve the hires, adding Maggie Eisenbies, for the Aquatic Center. Upon a vote being taken, the following members voted in favor thereof: Coleman, Eggler, Hopkins, Nelson. Those against same: none. Those abstaining: Tjosaas.
 - e. **Approve addition to fee schedule:** Park Board had approved a nonrefundable \$50 fee for pool rental. Motion by Hopkins and second by Nelson, with all voting aye, to approve the addition of the nonrefundable deposit fee.
 - f. **Approve using Xtreme Fitness for Aquatic Center programs:** Motion by Eggler and second by Coleman, with all voting aye, to approve the use of Xtreme Fitness for Aquatic Center programs.

- g. **Approve hiring of Aquatics Center Manager:** The Park Board had interviewed 3 qualified individuals. Motion by Nelson and second by Hopkins, with all voting aye, to hire Colleen Day as the Aquatic Center Manager.

OLD BUSINESS

1. **One Stop Realty; Counteroffer to Folkestad Property:** At the last City Council meeting, Council had supported a counteroffer for the property of \$210,000. Seller has accepted the Counteroffer. Closing will be on or before May 30, 2013, and proceeds from the Rochester Sales tax dollars will be used for this purchase. Motion was made by Nelson and second by Coleman, with all voting aye, to approve the acceptance of the offer.
2. **Resolution Authorizing a Partial Replat in the Lindon Manor Subdivision: Resolution # 4.9-13** Creation of 8 lots out of 13 lots previously platted as twinhome lots. Motion was made by Eggler and second by Nelson, with all voting aye, to approve the resolution.
3. **Approve the Agreements Associated with Electric Territory Boundaries with Xcel Energy and People's Energy Services.** Work has been done to clean up encroachments between the electric utilities of Peoples Energy Services, Xcel, and Kasson Public Utilities. Additional encroachments issues remain and will continue to be resolved in the future. Motion was made by Coleman and second by Hopkins, with all voting aye, to approve the agreements associated with electric territory boundaries with Xcel Energy and People's Energy Services.
4. **Approve Concrete Flatwork Bid for Aquatic Center:** Motion made by Hopkins and second by Nelson, with all voting aye, to approve concrete flatwork bid for Aquatic Center by MOHS Construction.
5. **Closed Session Regarding Threatened Pending Litigation:** Mayor Tjosaas recessed the meeting for a closed session at 6:47 p.m.

Mayor Tjosaas reopened the Council meeting at 7:17 p.m. He summarized stating that during the closed session the Council had discussed the threatened litigation pending.

6. **Approve Old Elementary School Bid for Demolition:** Motion made by Hopkins and second by Nelson, with all voting aye, to table the approval of the bid until the next Council meeting.

CLERK-ADMINISTRATOR'S REPORT

1. Clerk-Administrator Randy Lenth noted that the Mantorville Council has selected the Wastewater Treatment Plant option to use the Kasson alternative. Nelson added that an agreement is not yet written up.

ENGINEER'S REPORT

1. **Project 1:** South Fork, Bigelow Voight 7, Prairie Willows and 3rd Ave SW: This project has been approved to start the bid process. Bids will be opened on May 15th and awarded on May 22nd.
2. **Project 2:** 3rd Ave SW, 1st St and Parking Lot: After today's Streets meeting, Hopkins summarized that the Park and Ride will move to the area by the Mobile Homes property(originally approved in 2008). So, the parking lot currently in use for the Park and Ride will not be fixed up. Neil will revise the bid to just include 1st between 2nd and 3rd so there will just be mill and overlay on the north

side. Clerk-Administrator Lenth will work with the bus company. Motion by Egger with second by Hopkins, with all voting aye, to approve the project as revised.

3. Project 3: 4th Street SE and Commerce Drive: City Planner and City Engineer are continuing to work out this project. This project will be funded by 3 years of MSAS funds. Neil noted that the street designation will need to be revised at the State.
4. Kasson/Mantorville Waste Water Treatment: The Mantorville City Council toured the Kasson treatment plant. They indicated that Plant Supervisor Charlie Bradford did a good job and they were impressed by the cleanliness of the plant.

PERSONNEL

1. **Approve Moving to Full-Time Status Mike Bolster at \$12.91:** Motion made by Nelson and second by Coleman to move to Full-Time Status at \$12.91 Mike Bolster on a probationary basis for 6 months. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Egger, Hopkins, Nelson. Those against same: none

ADJOURN: The meeting was adjourned at 7:31 p.m.

ATTEST:

Randy D. Lenth, City Administrator

Tim Tjosaas, Mayor