

**KASSON CITY COUNCIL REGULAR MEETING MINUTES  
May 11, 2016**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 11th day of May, 2016 at 6:00 P.M.

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

**THE FOLLOWING MEMBERS WERE ABSENT:** None

**THE FOLLOWING WERE ALSO PRESENT:** City Clerk Linda Rappe, City Administrator Theresa Coleman, City Engineer Brandon Theobald, Finance Director Nancy Zaworski, City Attorney Leth, Community Development Director Mike Martin

Mayor Johnson called the meeting to order at 6:00 P.M.

**PLEDGE OF ALLEGIANCE**

**AGENDA:**

Add: I.1 Roller Purchase Administrator's Report  
Move: B.1 Jeff Ulve Visitor to A.2.h Consent Agenda

**Motion to Approve the Agenda made by Councilperson Borgstrom, seconded by Councilperson Coleman with all voting Aye.**

**CONSENT AGENDA:**

April 27, 2016 Regular Meeting Minutes

Claims processed after the April 27, 2015 regular meeting, as audited for payment

Acknowledgement of Committee and Meeting Minutes

EDA April 2016  
EDA March 2016  
March Library Board Minutes  
April Library Board Minutes

Conferences:

Jesse Kasel	Advanced SRO 24hr	Sioux Falls, SD	June 27-29	Approx \$560
Jesse Kasel	DARE Officer Ann. Conf.	Duluth, MN	Aug 15-17	Approx \$650

Evaluations:

Donald Cassidy	PT Police Officer	Grade 10 Step 5	\$27.31	eff. 3-12-16
Josh Hanson	Patrol Sergeant/K-9	at top of scale		
Jeff Ulve	Water/Wastewater Oper	Grade 8 Step 7	\$25.44	eff. 5/9/16
Jeremy Casey	Apprentice Lineworker	Grade 10 Step 5	\$27.31	eff. 5/12/16

Acknowledge Emilie Clifford new PT Liquor Clerk

Pay Estimates :

Custom Const. & Design	Division 1 Est. #9	\$18,442.41
Neitz Electric	Division 16 Est. #3	\$65,360.00
Superior Mechanical	Division 15 Est. #5	\$20,900.00
Custom Const. & Design	Division 13 Est. #6	\$10,267.33
Superior Contractors	Division 9 Est. #1	\$28,224.00
BDS Contract Door & Hardware	Division 8 Est. #1	\$3,563.74

Fireman’s Dance Update from Jeff Ulve

**Motion by Councilperson Borgstrom and second by Councilperson Coleman. Ayes: Borgstrom, Coleman, Egglar and Johnson. Nays: None. Abstain: Buck.**

**VISITORS TO THE COUNCIL** - Steve Jurrens – Fire Department Conference Report – Fireman Jurrens thanked the city for allowing them to attend the FDIC 89<sup>th</sup> Convention and gave an update on the conference. Fireman Jurrens pointed out the stabilization equipment, Jurrens stated that the Kasson Fire Department is writing a grant to purchase some of this type of equipment. Jurrens also pointed out the Knox boxes for homes and businesses that hold an entry key for the home or business and only the fire department has a key for this box so they don’t have to wait for a key holder to get to the building or break in the door.

Fireman Jurrens also stated that last Monday the Boy Scouts were at the fire hall for Eagle Scout badge work on emergency preparedness and they will have a more detailed report at the next meeting.

**PUBLIC FORUM** – Melissa Ferris, 204 4<sup>th</sup> Ave NW – One year ago a Conditional Use Permit was granted for Cohen-Esrey to get tax credits to put income based apartments in the old elementary school. Cohen-Esrey has now backed out of the project. There is a clause in the CUP that expressly states that this expires after one year if nothing has happened. Community Development Director Martin stated that this will have to go back to the June 13, 2016, Planning Commission for another public hearing to revoke the CUP and once the Planning Commission holds this public hearing they will make a recommendation that will come to the City Council meeting on June 22.

**PUBLIC HEARING**

1760 Millwork Tax Abatement Public Hearing

Public Hearing Opened –Community Development Director Martin stated that this has been proposed by the EDA to rebate ten years of the City’s portion of property tax as set with the 2016 tax statement to 1760 Millwork to move their business from Rochester to Kasson. Mayor Johnson stated that he is on the EDA and they have reviewed this at length and recommended unanimously, he believes this is a good thing for our town. The development agreement does specify a minimum number of jobs and wages.

No comments from the public

Public hearing closed

**Motion made by Councilperson Egglar, seconded by Councilperson Borgstrom with all voting Aye to approve the Resolution Approving Property Tax Abatement Related to 1760 Millwork Project.**

**Resolution #5.1.16**

**Resolution Approving Property Tax Abatement related to 1760 Millwork Project  
(on file)**

**COMMITTEE REPORTS**

**OLD BUSINESS**

**NEW BUSINESS**

**MAYOR'S REPORT**

The Mayor announced that he will be unavailable May 19-23

**ADMINISTRATOR'S REPORT**

Roller for the Streets Department – Public Works Director, Charlie Bradford had an opportunity to look at this piece of equipment. This piece of equipment has just under 20 hours on it and still has a warranty for another year and it is half of the price we have budgeted. The roller is quoted at \$13,500. **Motion to approve the purchase of the roller made by Councilperson Buck, second by Councilperson Borgstrom with all voting Aye.**

**ENGINEER'S REPORT**

South Bend Development – City Engineer Theobald stated that there is a developer that is interested in a fairly major commercial development in the South Bend Commercial Park south of County Road 13. Community Development Director Martin stated that the successful development of this property will involve considerable public infrastructure. The developer is requesting and Martin stated that staff is strongly recommending that South Mantorville Avenue be significantly improved. This would be paid for by existing property owners under a petition and waiver agreements.

**Motion to authorize Staff and City Engineer to move forward with this project with petition and waivers and to begin preliminary engineering activities and to pursue and prepare a development agreement for 9<sup>th</sup> St SE and 4<sup>th</sup> Ave SE made by Councilperson Egler, second by Councilperson Coleman with all voting Aye.**

**ATTORNEY'S REPORT**

City Attorney Leth stated that they have been working on a handful of things for the City such as: putting together the EDA loan documents for 1760 millwork, reviewed the assessment agreement and gave in an opinion on that agreement, they prepared a purchase agreement for the piece of property to put a storm water pond, they review the GIS contract, they assisted with preparation and arbitration with union grievance, and handled the preliminary response and meeting with union representative on the subsequent grievance. They have completed the investigation of two allegations of employee misconduct and violations of the mutual respect policy and forwarded their recommendation to the City Administrator today.

Attorney Leth asked for guidance from council on how to move forward on the second grievance.

Meeting closed at 6:29PM

Meeting opened at 6:45PM

Outcome – **Motion to request mediation on the second grievance made by Councilperson Coleman, second by Councilperson Borgstrom with all voting Aye.**

**Motion to have Susan Hanson represent City in Mediation made by Councilperson Coleman, second by Councilperson Borgstrom with all voting Aye.**

**PERSONNEL**

**CORRESPONDENCE**

April Police Department Calls  
Conference Report – Cathy Pletta  
Safety and Loss Control Reports  
Cash and Investment Summaries  
March 2016 Financials

**ADJOURN:** The meeting was adjourned at 6:48 P.M.

**ATTEST:**

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Linda Rappe, City Clerk

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Steve Johnson, Mayor