

KASSON CITY COUNCIL REGULAR MEETING MINUTES

June 26, 2013

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 26th day of June, 2013 at 6:00 p.m.

THE FOLLOWING MEMBERS WERE PRESENT: Tjosaas, Coleman, Eggler, Hopkins and Nelson
THE FOLLOWING MEMBERS WERE ABSENT: none

THE FOLLOWING WERE ALSO PRESENT: City Administrator Lenth, Admin Assist Weigel, Finance Director Zaworski, Community Dev Director Martin, City Engineer Neil Britton, Gretta Becay and Randy Carlsen.
Mayor Tjosaas presided over the meeting.

COUNCIL

Agenda: Motion by Nelson and second by Coleman, with all voting aye, to approve the June 26, 2013 agenda with the following amendments:

Add: G.1 Main Street Fitness – Release of Liability

Consent Agenda: Motion by Hopkins and second by Nelson to approve the June 26, 2013 consent items.

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

1. **Minutes:** Approved the June 12, 2013 regular meeting minutes as submitted :
The word “required” was added to Planning & Zoning; Greenway Feed and Grain Conditional Use Permit, the line has been amended to read “The Planning and Zoning Commission is asking for approval to grant a conditional use permit for the construction of an additional grain storage facility. A condition of the permit is the installation of bituminous surface on all parking and driving lanes.”
2. **Claims:** Approved all claims processed after the June 12, 2013 regular meeting, as audited for payment in the amount of \$693,774.71
3. **Acknowledgement of Committee and Meeting Minutes:** Acknowledged the following committee/meeting minutes for:
 - a. Library Board – June 11, 2013
4. **Annual Evaluations**
 1. Deb Flock– Utility Billing Specialist – Move to Grade 8, step 6 \$22.82 effective 5/9/13
 2. Ken Schuck – Police Chief – Move to Grade 16, step 4 \$36.76 effective 7/1/13
5. **Pay Estimates**

1. A&A Electric	Aquatic Center	Est #5	\$14,495.10
2. MOHs Construction	Aquatic Center	Est #7	\$101,126.55
3. Superior Mechanical	Aquatic Center	Est #8	\$33,250.00
4. MOHs Construction	Aquatic Ctr Flat	Est #2	\$71,535.00
5. Neuman Pools	Aquatic Center	Est #8	\$55,368.53
6. Bob Braaten Const	Aquatic Center	Est #5	\$43,187.59

 - a. Change Order 1 \$2,823 Add drain tile under pool shells (included in Est #5)
 - b. Change Order 2 \$8,375 Add dewatering manhole on south of site (Inc. in Est #5)

OLD BUSINESS

1. **Approve Resolution of Support for a Joint Project to Consolidate Wastewater Facilities 6.3-13:** The motion for the stated resolution was made by Council Member Egger and duly seconded by Council Member Hopkins. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Egger, Hopkins and Nelson. Those against same: none
2. **Splitstoesser Building Permit Request:** Mr. Splitstoesser is requesting an easement of approximately four feet on the east side of his building to put a set of stairs to the second floor. This would be encroaching on land that is owned by the city, currently a downtown development lot. Council requested that the EDA look further into this along with the city attorney before any decisions are made.

NEW BUSINESS

1. **Main Street Fitness – Release of Liability:** The motion to approve the Release of Liability of Robert Lehner's for Main Street Fitness was made by Council Member Egger and duly seconded by Council Member Coleman. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Egger, Hopkins and Nelson. Those against same: none

MAYOR'S REPORT

1. City of Kasson and the City of Mantorville were approached by individuals regarding having a State Championship sign up for the school. The Joint Ventures Committee will be meeting to discuss options for this type of project.

CLERK-ADMINISTRATOR REPORT

1. **Old Elementary School Flag Pole Cost Correction:** After review of the auction documents it showed that the Flag Pole was purchased for \$20.00. The City will reimburse Mike Marti \$20.00, as he was charged \$40.00 for the flag pole.
2. **Park and Ride:** Rochester Bus Lines is starting their new route on Monday, July 1. The temporary Park and Ride will be at the middle school in Kasson. This is being done so that construction can begin on the 3rd Ave SW and 1st Street SW project.
3. **Dodge County Fair Booth:** The City of Kasson will again be having a booth at the Dodge County Fair and reminded the Council that they are encouraged to take shifts at the booth. The fair runs July 17-21 at the Dodge County Fair Grounds.

ENGINEER'S REPORT

1. **Approve Extending the Deadline for the Final Lift on 7th Street NW:** The motion to approve extending the project deadline from May 24th to June 28th at the city's request was made by Council Member Hopkins and duly seconded by Council Member Hopkins. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Egger, Hopkins and Nelson. Those against same: none
2. **Neil Britton, WSN reported on the following projects:**
 - a. **Old Elementary School Building:** No update.

b. Street Projects:

2013 Bigelow Resurfacing and Rehabilitation Project: 90% of the patching is completed and the structures are adjusted. Next week the curb will be removed and replaced. In Southfork there are two manholes and one water shut off that need to be repaired before the final lift of bituminous is placed. *3rd Avenue SW Reconstruction and Park & Ride Construction Project:* The park & ride project is started with one culvert being placed and the hydrant is relocated. The contractor has started moving dirt. There has not been any work on 3rd Avenue SW. The project has 50 working days and should be completed by the end of August. *4th Street SE and Commerce Drive:* The resolutions have been submitted to State Aid for their final approval. *7th Street NW:* The final lift has been placed along with the patching on the entrance to the parking lot. *16th Street NE:* A construction meeting was held where we went over the warranty work that needs to be completed prior to the final lift of pavement being placed. The main items that need to be addressed are; 1. Replace cracked concrete. UPDATE: Completed 2. Repair areas that settled. There are two main roadway settlement areas and those are in water service trenches between 11th Ave and 13th Ave. Contractors will be removing the pavement, compacting the base and will patch the areas prior to paving. There are also some areas where the bituminous trail settled and those will be repaired as well. UPDATE: Completed 3. Reseed areas where grass has yet to become established. UPDATE: Completed. The final lift of bituminous has been placed. The contractor needs to do the saw and sealing.

c. Aquatic Center: OPEN!!

d. Alleys: No update.

e. Kasson/Mantorville Waste Water Treatment: We received a review letter from MPCA on the WWTP expansion. We will contact MPCA for clarification on their comments. A bonding application was completed and sent to Minnesota Management & Budget for Kasson/Mantorville.

f. Folkestad Building & House: We will be submitting the plans and specifications for the house removal and garage remodeling for City approval.

g. Blaines 12th Phase 4: The final lift of bituminous on the street and parking lot is completed. The contractor needs to do the saw and sealing.

PERSONNEL

1. **Ron Unger – Move from Grade 12, step 7 \$30.17 to Grade 13, step 6 \$32.00 effective 6/26/13:**
The motion for the stated pay change was made by Council Member Coleman and duly seconded by Council Member Nelson. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Egglar, Hopkins and Nelson. Those against same: none
2. **Dan Trapp – Promote to Lead Water/Wastewater II from Grade 8, step 7 \$23.56 to Grade 10, step 5 \$25.29 effective 6/26/13:** The motion for the stated position and pay change was made by Council Member Hopkins and duly seconded by Council Member Egglar. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Egglar, Hopkins and Nelson. Those against same: none

3. **Kris Anderson – Move from Grade 7, step 1 \$18.17 to Grade 7, step 3 \$19.37 effective 1/1/13:**
The motion for the stated pay change was made by Council Member Nelson and duly seconded by Council Member Hopkins. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Egglar, Hopkins and Nelson. Those against same: none
4. **Parks-Ice Arena Position: Approve job descriptions with pay grade at grade 4:** The motion for to approve the job description and pay grade was made by Council Member Hopkins and duly seconded by Council Member Egglar. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Egglar, Hopkins and Nelson. Those against same: none
5. **Mike Bolster – Increase from Grade 1, step 1 \$12.91 to Grade 4, step 1 \$14.84 effective 6/26/13:**
The motion for the pay change was made by Council Member Nelson and duly seconded by Council Member Coleman. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Egglar, Hopkins and Nelson. Those against same: none
6. **Approval of hiring Nathan Bles for Seasonal/Waste Water Apprentice Grade 1, step 1 \$12.11:**
The motion to approve the hiring of Nathan Bles for Seasonal/Waste Water Apprentice was made by Council Member Egglar and duly seconded by Council Member Hopkins. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Egglar, Hopkins and Nelson. Those against same: none
7. **City Administrator Lenth Annual Evaluation (Closed Session):** The meeting was closed at 6:24 p.m. under MN Statute 13D.05 to discuss employees performance. The meeting was re-opened at 6:33 p.m. **Outcome:** The performance of Administrator Lenth was discussed. The Council would like to thank Randy Lenth for all of his efforts. A motion by Nelson and second by Hopkins to approve the review and move employee from Grade 19, step 6 \$48.02 to Grade 19, step 7 \$49.58 effective February 26, 2013. Upon a vote being taken the following members voted in favor thereof: Tjosaas, Coleman, Egglar, Hopkins and Nelson. Those against same: none

ADJOURN: The meeting was adjourned at 6:34 p.m.

ATTEST:

Randy D. Lenth, City Administrator

Tim Tjosaas, Mayor