

KASSON CITY COUNCIL REGULAR MEETING MINUTES

July 10, 2013

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 10th day of July, 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 July 10, 2013 agenda with the following amendments:

Consent Agenda: Motion by Nelson and second by Eggler to approve the July 10, 2013 consent items.

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

1. **Minutes:** Approved the June 26, 2013 regular meeting minutes as submitted
2. **Claims:** Approved all claims processed after the June 26, 2013 regular meeting, as audited for payment in the amount of \$541,248.00
3. **Acknowledgement of Committee and Meeting Minutes:**
4. **Annual Evaluations**
 1. Cathy Pletta– Liquor Store Manager – Move to Grade 12, step 3 \$27.17 eff. 4/23/13
5. **Pay Estimates**

1. Heselton Construction	7 th St NW Util Ext Proj	Est #3	\$46,444.19
2. Minnowa Construction	16 th St NE	Est #10	\$125,925.13
3. Swenke Ims Contracting	3 rd Ave SW and Park & Ride	Est #1	\$27,483.50
4. Rochester Sand & Gravel	2013 Bigelow Resurfacing	Est #1	\$50,740.07
5. Blitz Construction	Blaine's 12 th – Phase 4	Est #6	\$45,983.47
6. A&A Electric	Aquatic Center	Est #6	\$25,693.70
7. MOHs Construction	Aquatic Center	Est #8	\$23,295.90
8. Superior Mechanical	Aquatic Center	Est #9	\$3,800.00
9. MOHs Contracting	Aquatic Ctr Flat Work	Est #3	\$46,229.24
10. Neuman Pools	Aquatic Center	Est #9	\$15,099.30
11. Bob Braaten Const	Aquatic Center	Est #6	\$17,462.90
12. Midwest Fence & Mfg	Aquatic Center	Est #1	\$31,000.00
6. Approve Application for Fireworks Permit for Festival in the Park August 10th

OLD BUSINESS

1. **Folkestad Carriage House:** Motion to approve declaring the carriage house located on the Folkestad property surplus and therefore could be considered for sale was made by Council Member Eggler and duly seconded by Council Member Hopkins. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Eggler, Hopkins and Nelson. Those against same: none

NEW BUSINESS

1. **GreenSteps**: Council Member Coleman summarized what the GreenSteps program has been working on and what will continue in the future. Some of the projects that were discussed were the solar light speed signs on 16th Street NE, the Kasson Aquatic Center solar panels and the City Hall Solar panels. Dodge County Ice Arena will be pursuing a GESP project for recommissioning of the Ice Arena. The Waste Water Treatment Plant solar panel project, an energy saving and weatherization presentation and the park and ride were also discussed as current or future projects. Council Member Coleman distributed a graph that represents the renewable energy consumption at City Hall. It was also brought to the attention of the council that the City of Kasson has been named as a Step 2 GreenStep city and that will be awarded at the League of Minnesota Cities Conference in June of 2014.

MAYOR'S REPORT

1. Mayor Tjosaas reminded Council that the Freedom Walk will again be held in Kasson this year on September 11th. There is a scheduled City Council meeting that evening as well. It was discussed if the meeting should start earlier or be moved to a different night. Motion to approve rescheduling the September 11, 2013 City Council meeting to September 4, 2013 at 6:00pm was made by Council Member Egger and duly seconded by Council Member Nelson. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Egger, Hopkins and Nelson. Those against same: none

CLERK-ADMINISTRATOR REPORT

1. **Kasson Aquatic Center Ribbon Cutting and Grand Opening**: It has been decided that the Ribbon Cutting and Grand Opening will be on July 17, 2013 starting at 5:30p.m. Staff and Park Board Members will be serving free root beer floats and cookies. Family swim is also on Wednesday and there will be free admission from 5:30pm until 9pm. It was also mentioned that there is a plan to put a sidewalk from 7th Street NW around the pool to the front entrance.
2. **Mantorville Request**: The Mantorville Water Dept has asked for assistance from our Water Dept. for weekend testing and monitoring, if needed.
3. **Transmission Lines**: City Administrator Lenth reported that the members of the Electric Committee may need to meet soon regarding territory issues and transmission line ownership.

ENGINEER'S REPORT

1. **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. Replacement of the curb took place last week. 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: Contractors have begun to place the aggregate base on the parking lot and will next place the curb and gutter on the east, south and west sides of the parking lot. The milling machine was in this week to reclaim 3rd Ave SW and 1st St SW. Underground construction is expected to begin next week. 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 of pavement has been placed along and to the entrance to the parking lot has been paved. The project will likely be ready for close out next month. 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 and busy!!

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: There is a mandatory pre-bid meeting on August 1st at 10:30 AM on site. The bid opening is August 7th and will be presented to the Council at the August 14th

g. Blaines 12th Phase 4: The final lift of bituminous on the street and parking lot is completed. The contractor will be completing the sawing and sealing of the pavement and after that the project should be ready for close out.

PERSONNEL

1. **Pay Points Review:** City Administrator Lenth has completed the pay scale review based on the Springsted pay equity point system associated with each management position and made the following recommendations with justification and new point totals:
 - a) City Administrator: Increase physical demands points from 0 to 10 and working conditions from 10 to 15 to match physical demands and working conditions with like office positions. 770.
 - b) Public Works Director: Increase experience from 65 to 95 to match extensive experience required for the position. Add 40 points to training if the position holds a bachelor degree. 525.
 - c) Police Chief: No changes. Add 40 points to training if the position holds a bachelor degree. 565.
 - d) Finance Director: No changes
 - e) Community Development Director: Increase physical demands from 0 to 10; and working conditions from 5 to 15 to match like office positions. 425. Remove from Advanced Protective Services and move to Administrative.

- f) Electric Supervisor: Increase Physical Demands from 20 to 30 to match other electric employees. 407.5
- g) Water/WW Supervisor: Increase working conditions and hazards from 15 to 25 points to match like positions. 397.5
- h) Library Director: No changes.
- i) Parks and Recreation Supervisor: Increase training 10 points; Increase human relations skills 15 points; Increase physical demands 10 points; all to match like positions. 382.5
- j) Liquor Store Manager: Increase independent action by 10 points. 348.5

City Administrator Lenth is asking the Council to approve the new points on the pay scale and adjust wage if applicable. It was also stated that the review of other positions is ongoing. Motion to approve the stated changes to the pay scale effective July 11, 2013 was made by Council Member Hopkins and duly seconded by Council Member Nelson. Upon a vote being taken, the following members voted in favor thereof: Tjosaas, Coleman, Egger, Hopkins and Nelson. Those against same: none

CORRESPONDENCE

1. **State Fire Marshal Request for Inspection**: No Discussion
2. **First Presbyterian Church Thank You**: No Discussion
3. **SEMLM General Membership Meeting July 30**: No Discussion

ADJOURN: The meeting was adjourned at 6:54 p.m.

ATTEST:

Randy D. Lenth, City Administrator

Tim Tjosaas, Mayor