

KASSON CITY COUNCIL REGULAR MEETING MINUTES

July 24, 2013

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

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

THE FOLLOWING MEMBERS WERE ABSENT: Tjosaas

THE FOLLOWING WERE ALSO PRESENT: City Administrator Lenth, Admin Assist Weigel, Finance Director Zaworski, Community Dev Director Martin, Library Director Art Tiff, City Engineer Neil Britton, Gretta Becay, Tim Mendenhall, Earlene King, Troy Andrist and Ann Asprey-Erdman
Acting Mayor Nelson presided over the meeting.

COUNCIL

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

- Add: E.2 Park Board – Aquatic Center passes
- G.3 Rochester City Lines Survey
- H.1 Festival in the Park Parade
- L.1 Local Heroes' Day
- L.2 State Fire Marshal Recommendations/Post Inspection Letter

Consent Agenda: Motion by Hopkins and second by Egger to approve the July 24, 2013 consent items.

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

1. **Claims:** Approved all claims processed after the July 10, 2013 regular meeting, as audited for payment in the amount of \$1,580,272.05
2. **Acknowledgement of Committee and Meeting Minutes:**
 1. Library Board – July 9, 2013
 2. Park Board – April 16, 2013
 3. Park Board – May 21, 2013
 4. Park Board – June 11, 2013
3. **Conferences/Training**

1. Randy Lenth	MMUA Summer Conference	8/19-20	Brainerd, MN
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4. **Annual Evaluations**
 1. Jeff Ulve – Waste Water Operator I – Move to Grade 8, Step 4 \$21.41 effective 5/9/13
 2. Nick Fitch – Streets Public Works – Move to Grade 7, Step 2 \$18.76 effective 6/3/13, remove from probation
 3. Jesse Reding – Investigator
5. **Pay Estimates**

1. Swenke Ims Contracting	3 rd Ave SW and Park & Ride Est #1	\$27,483.50
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6. Resolution Appointing Festival in the Park Volunteers; Resolution #7.1-13
7. Resolution Waiving Park Hours for Festival in the Park, a special event; Resolution #7.2-13
8. Resolution Approving Street Closing for Festival in the Park Activities; Resolution #7.3-13

VISITORS TO THE COUNCIL

1. **Tim Mendenhall – Parkland Property Purchase/Park Board Recommendation:** Mr. Mendenhall would like to purchase approximately 20 feet of the adjacent out lot, also known as 19th Street Park owned by the City of Kasson. Mr. Mendenhall will pay \$1000 to the Park Board. This was recommended for approval by the Park Board on July 16, 2013. Motion to approve the purchase of a portion of the out lot by Tim Mendenhall was made by Council Member Coleman and duly seconded by Council Member Egger. Upon a vote being taken, the following members voted in favor thereof: Coleman, Egger, Hopkins and Nelson. Those against same: none
2. **Troy Andrist – Owner Alli Rolloff, Inc.:** Mr. Andrist approached the Council with problems he has had with the GarbageMan of Rochester. He also indicated that they are now using a sub-contracted company, Chevlen of Claremont, to do some of their work. He brought in a few pieces of information to share with the council on some of the things that GarbageMan of Rochester has done or said to get people to move their services to their company.
3. **Ann Asprey-Erdman – Maple Grove Cemetery:** Ms. Asprey-Erdman emphasized much concern regarding raised headstones at Maple Grove Cemetery. She approached Council on behalf of her mother-in-law who in 2006 purchased four plots and was aware they were not together. Ms. Asprey-Erdman stated that neither she nor her mother-in-law can find any documentation that they were given in 2006 stating that raised headstones were only allowed on a 4 plot block. She is asking for this issue to be looked into and to make an exception because the guidelines were not clearly stated to them. This will be reviewed by the Administrative Committee and be addressed at the August 14, 2013 City Council Meeting.

COMMITTEE REPORTS

1. **Library Building Committee**
 - a. **Recommendation for FEMA Grant Building Sites:** Lee Gray, architect and Stewart Gray, project manager toured eight potential building sites. The results of the site tour were presented to the Library Building Committee. Four sites were city owned and four sites were not. The four non city sites have a multitude of issues for example a timely purchase delaying the FEMA application. The Library Building Committee has decided that the east portion of West Park is the building site that will be used for the FEMA grant at this time. The preferred site for the Library is the Old Elementary School however; due to ongoing litigation the West Park will be the site used for the FEMA grant application until litigation is resolved. Motion to approve listing the east portion of West Park as site 1 and the Old Elementary School as site 2 was made by Council Member Hopkins and duly seconded by Council Member Egger. Upon a vote being taken, the following members voted in favor thereof: Coleman, Egger, Hopkins and Nelson. Those against same: none
2. **Park Board**
 - a. **Aquatic Center passes:** The Park Board has discussed the question of free seasonal pool passes to members of Dodge Center Ambulance who are Kasson residents. At this time this is a program that the Park Board has chosen not to participate in.

OLD BUSINESS

1. **Spittstoesser Proposal:** The EDA is recommending that the request for putting a stair case to the second floor of this building on the east side be denied, as this stair way would be entirely on City property, but being used for access to a private building. Motion to approve the EDA's recommendation denying the permission that Mr. Spittstoesser is requesting 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: Coleman, Egger, Hopkins and Nelson. Those against same: none

NEW BUSINESS

1. **Proposed Utility Increase:** Administrator Lenth informed the Council of the continued cost increases of Renewable Energy Standards. It has been asked of the Council to take under consideration a 1.7% across the board increase for the 2014 budget effective January 1, 2014. Administrator Lenth stated that there has not been an electric or water increase in 5 years and it was 2 years ago that the sewer/waste water sustained a substantial increase.
2. **KAAL Proposal:** KAAL would like to work with the retail community in the City of Kasson on a new advertising campaign. Under the proposal, the City of Kasson would pay for the cost of producing the commercial spots and the merchants would pay for the air time. Each 30 second commercial would feature 15 seconds about the individual business and 15 seconds about Kasson in general. The EDA discussed this proposal in depth on July 23, 2013 and is making the recommendation to the City Council to approve the proposal. The motion to approve the KAAL proposal 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: Coleman, Egger, Hopkins and Nelson. Those against same: none
3. **Rochester City Lines Survey:** Finance Director Zaworski was approached by Rochester City Lines to assist in a survey of Kasson residents in regard to their transportation to and from Rochester. This survey would be available online, at City Hall and in the library. Rochester City Lines will be able to present its result to the City Council upon completion. The City of Kasson would be asked to help in promoting the survey via the City of Kasson newsletter and website. Council is in agreement with this and approves to move forward. The City Council also stated that they are very interested in the results when the survey is complete.

MAYOR'S REPORT

1. **Festival in the Park Parade:** Acting Mayor Nelson on behalf of Mayor Tjosaas wanted to remind Council Members of the Festival in the Park Parade and as in past years the Council will be riding on a fire truck. Council Members were in agreement with that and those that can, will be part of the parade on Sunday, August 11, 2013.

CLERK-ADMINISTRATOR REPORT

1. **September 11th Meeting:** There was some confusion when the September 11, 2013 meeting was changed to September 4, 2013. Council was informed that there was a Wednesday in between the last August meeting and September 4th meeting. When it was looked at again it was realized that this was in fact not the case. Council decided that back to back Wednesday meetings, in this circumstance was okay.

ENGINEER'S REPORT

1. **Neil Britton, WSN reported on the following projects:**

a. Old Elementary School Building: State Fire Marshal Report is the only new information.

b. Street Projects:

2013 Bigelow Resurfacing and Rehabilitation Project: Bituminous was placed on 4th and 5th Avenue and on Southfork Place on July 23, 2013 (600 ton) there is another 400 ton to place in Southfork. The final lift of bituminous has not been placed in Bigelow-Voight 7th and Prairie Willows Estates. *3rd Avenue SW Reconstruction and Park & Ride Construction Project:* Contractors have placed the aggregate base and the curb and gutter on the east, south and west sides on the parking lot and are ready for the bituminous to be placed. Underground construction on 3rd Avenue is continuing this week. 3rd Avenue south of 6th Street has been shaped and the curb and gutter is placed and ready for bituminous. The project has 50 working days and should be completed by the end of August. *4th Street SE and Commerce Drive:* We are still waiting to hear from State Aid on the status of the changes. *7th Street NW:* The light bases and sidewalk are in the process of being done. *16th Street NE:* There are still turf establishment items to be completed otherwise the project is close to being finalized.

c. Alleys: No update.

d. Kasson/Mantorville Waste Water Treatment: We are still waiting for clarification from MPCA on the requirements for a new permit.

e. 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 meeting.

f. Blaines 12th Phase 4: The project includes street and utility construction for a 13 lot subdivision and a City Park in NE Kasson. 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.

CORRESPONDENCE

1. **Local Heroes' Day:** No Discussion

2. **State Fire Marshal Recommendations/Post Inspection Letter:** The letter was briefly discussed and it was determined that there will be fencing put up around the entire building with No Trespassing signs posted. The City will discontinue mowing the lot due to the unstable structure, as advised by the State Fire Marshal and City Attorneys.

ADJOURN: The meeting was adjourned at 7:01 p.m.

ATTEST:

Randy D. Lenth, City Administrator

Matt Nelson, Acting Mayor