

KASSON CITY COUNCIL REGULAR MEETING MINUTES
May 9, 2012

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 9th day of May, 2012 at 6:00 p.m.

THE FOLLOWING MEMBERS WERE PRESENT: Hopkins, Nelson, Tjosaas, Torkelson.

THE FOLLOWING MEMBERS WERE ABSENT: Marti.

THE FOLLOWING WERE ALSO PRESENT: City Administrator Lenth, Admin Assist Benfield, Community Dev Director Martin, Finance Director Zaworski, Library Director Adams, Neil Britton, Earlene King, Jim Howard, Ryan Sorenson, Carol Malecha, Randy Carlsen.

Mayor Tjosaas presided over the meeting.

COUNCIL

Agenda: Motion by Hopkins and second by Nelson, with all voting aye, to approve the May 9, 2012 agenda with the following amendments:

Remove:	K.1.	Letter to Mary Kramer re: Unused Sick Leave
Add:	F.5.	Resolution Accepting Bid for Blaine's 12 th Ph IV
	I.1.	Veterans Memorial Park Gazebo Update
	K.1.	Update on Administrative/Program Assistant Hiring

Consent Agenda: Motion by Nelson and second by Hopkins to approve the May 9, 2012 consent items. Ayes: Hopkins, Nelson, Tjosaas, Torkelson. Nays: None.

1. **Minutes:** Approved the April 25, 2012 regular meeting minutes as submitted.
2. **Claims:** Approved all claims processed after the April 25, 2012 regular meeting, as audited for payment in the amount of \$122,259.40.
3. **Conferences/Training:** Acknowledged the following employee training/conference attendance for:

a.	C. Pletta	MMBA Annual Conf	5/20-22	Alexandria
----	-----------	------------------	---------	------------
4. **Arbor Day Proclamation – May 15, 2012:** Mayor Tjosaas proclaimed May 15, 2012 as Arbor Day in the City of Kasson.

VISITORS TO THE COUNCIL

1. **Jim Howard/Ryan Sorenson, CO Brown Agency, Inc – Annual Insurance Review:** Jim Howard, CO Brown Agency, Inc. and agent for the League of Minnesota Cities Insurance Trust (LMCIT) reviewed the City’s insurance coverage for the year.
 - a. **2012 LMCIT Liability Coverage – Approve Not to Waive Monetary Limits on the Municipal Tort Liability:** Motion by Nelson and second by Hopkins, with all voting aye, to approve Not to Waive the monetary limits on the municipal tort liability established by Minnesota Statutes 466.04.

2. **Bonnie Adams, Kasson Library Director – 2011 State Library Report:** Library Director Bonnie Adams presented the 2011 Kasson Public Library Report which included increases in the number of library visits, the number of new patrons registered and an increase in adult and children program attendance. The library outreach programs are much appreciated by the daycare centers and the senior living residents. Adams also noted the number of free services provided by the library including free books, movies, music CD’s, WiFi access, e-book downloads, audio books, and adult and summer reading programs.

3. **Carol Malecha:** Carol Malecha owns a commercial building at 103 2nd Avenue SW. 1st Street SW runs along the north side of the property and has several large potholes. Her current tenant feels the condition of the road has impacted his business and therefore jeopardizes the current lease agreement. Malecha is requesting that the City take action to repair and maintain 1st Street SW. Malecha was told that the City is aware of the condition of this street and that Swenke Co. had just taken care of the worst potholes this last week.

OLD BUSINESS

1. **Crescendo Contract:** This contract between the City of Kasson and Crescendo Consulting, LLP, uses the fundraising services of Crescendo to direct and oversee a fundraising pre-campaign and capital campaign for the construction of a new library. The contract continues for approximately 46-52 weeks or until conclusion of the campaign, unless terminated by either party as noted in the contract. Motion by Hopkins and second by Torkelson, with all voting aye, to approve the capital campaign contract between the City of Kasson and Crescendo Consulting, LLP.

2. **Dodge County Fairgrounds Parking Plan:** Special events at the Dodge County Fairgrounds require temporary closure of certain streets for the safety of pedestrians and the prevention of motor vehicle crashes. Administrator Lenth presented a parking plan that includes “No Parking” on Hwy 57 from 6th Street NE to 16th Street NE, as well as other streets indicated in the resolution. The plan has been reviewed and approved by the Fair Board for this year. Elimination of parking along Hwy 57 also promotes the use of Fair parking lots.
 - a. **Resolution Approving Temporary Event Closing of Streets, Alleys and Other Areas During Special Events at the Dodge County Fairgrounds:** Motion by Nelson and second by Torkelson to adopt the resolution approving temporary event

closing of streets, alleys and other areas during special events at the Dodge County Fairgrounds, with a change to item #4 and removal of #6 as stated in the resolution. Ayes: Hopkins, Nelson, Tjosaas, Torkelson. Nays: None.

Resolution #5.1-12

**Resolution Approving Temporary Event Closing of Streets, Alleys and Other Areas During Special Events at the Dodge County Fairgrounds
(on file)**

3. **Emergency Operations Quick Sheet:** This document lists employees and other city and county representatives' names and phone numbers of potential Incident Commanders in the event of a catastrophic incident in the City of Kasson. City employees should expect to work 12 hours minimum and 16 hours maximum once search and rescue operations have ceased. Motion by Hopkins and second by Nelson, with all voting aye, to approve the Emergency Operations Quick Sheet document and employee work hours during an emergency.

4. **16th Street NE Authorization for Advertisement for Bids:** Motion by Nelson and second by Torkelson, with all voting aye, to approve the 16th Street NE authorization for advertisement for bids. Bid opening will be scheduled for June 6th. A special council meeting will be held to accept the bid for improvements to 16th Street NE. Neil Britton stated that more Federal money was received for the project than was originally anticipated; with Federal aid money Best Value cannot be used. Motion by Nelson and second by Torkelson, with all voting aye, to approve 16th Street NE authorization for advertisement for bids.
 - a. **Special Council Meeting Scheduled:** Motion by Torkelson and second by Nelson, with all voting aye, to schedule a special city council meeting for June 6th at 6:00 p.m. for the purpose of accepting a bid for improvements to 16th Street NE.

5. **Resolution Accepting Bid for Blaine's 12th Phase IV (11th Ave NE):** Carter Blaine has decided to move forward with Blaine's 12th Phase IV discussed at an earlier council meeting. This resolution accepts the low bid from Blitz Construction for the base and alternate bid in the amount of \$459,912.15 which includes development of a park area. It was noted that any part of the alternate bid can be removed without penalty. Motion by Hopkins and second by Nelson to adopt the resolution accepting the bid from Blitz Construction for Blaine's 12th Phase IV (11th Ave NE) for the base and alternate in the amount of \$459,912.15. Ayes: Hopkins, Nelson, Tjosaas, Torkelson. Nays: None.

Resolution #5.2-12

**Resolution Accepting Bid for Blaine's 12th Phase IV (11th Ave NE)
(on file)**

MAYOR'S REPORT

1. **Aquatic Center Update:** US Aquatics will be meeting with the Pool committee on May 16th regarding further design of the aquatic center.

CLERK ADMINISTRATOR'S REPORT

1. **Veterans Memorial Park Gazebo Update:** Public Works Director Burt Fjerstad is looking for bids to move the gazebo in Veterans Memorial Park in order to make room for the aquatic center. The subject will be brought to the Park Board for consideration.
2. **Alcohol Compliance Check:** Administrator Lenth reported that the City had an alcohol compliance check and all establishments passed.

ENGINEER'S REPORT

1. Neil Britton, WSN, reported that the sodding in Veterans Memorial (North) Park is completed and the second lift on the outfall line is completed.

PERSONNEL

1. **Update on Administrative/Program Assistant Hiring:** Administrator Lenth reported that final applicants for the administrative/program assistant position have been interviewed and he would like approval to hire. Motion by Torkelson and second by Hopkins, with all voting aye, to approve the hiring of an administrative/program assistant at Grade 7, Step 1.

CORRESPONDENCE: The following correspondence was reviewed:

1. Quarterly Financial Summary
2. CEDA 202 Annual Meeting – May 18, 2012 Cresco Country Club Cresco, Iowa

ADJOURN: The meeting was adjourned at 7:30 p.m.

ATTEST:

Randy D. Lenth, City Administrator

Tim Tjosaas, Mayor