

**KASSON CITY COUNCIL REGULAR MEETING MINUTES
December 21, 2011**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 21st day of December, 2011 at 6:00 p.m.

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

THE FOLLOWING MEMBERS WERE ABSENT: Hopkins.

THE FOLLOWING WERE ALSO PRESENT: City Administrator Lenth, Admin Assist Benfield, Community Dev Director Martin, Finance Director Zaworski, Neil Britton, Gretta Becay, Randy Carlsen, Larry & Kathy O'Malley.

Mayor Tjosaas presided over the meeting.

COUNCIL

Agenda: Motion by Marti and second by Nelson, with all voting aye, to approve the December 21, 2011 agenda with the following amendment:

Add: K.2. Approve Kris Anderson as Full-Time Employee

Consent Agenda: Motion by Nelson and second by Marti to approve the December 21, 2011 consent items. Ayes: Marti, Nelson, Tjosaas, Torkelson. Nays: None.

1. **Claims:** Approved all claims processed after the December 14, 2011 regular meeting, as audited for payment in the amount of \$288,644.45.

2. **Pay Estimate:** Approved the following pay estimate for:
 - a. Swenke Co., Inc. TH57(N) Water Service Improve Final \$1,384.47

3. **Approve Amusement Device License Renewals:** Approved amusement device license renewals for:
 - a. American Legion Post #333
 - b. Pete's Repeat

4. **Resolution Certifying Delinquent Claims to the County Auditor:** As part of the consent agenda, the resolution certifying delinquent claims to the County Auditor was adopted. Ayes: Marti, Nelson, Tjosaas, Torkelson. Nays: None.

**Resolution #12.1-11
Resolution Certifying Delinquent Claims to the County Auditor
(on file)**

5. **Resolution Decertifying Delinquent Claims to the County Auditor:** As part of the consent agenda, the resolution decertifying delinquent claims to the County Auditor was adopted. Ayes: Marti, Nelson, Tjosaas, Torkelson. Nays: None.

Resolution #12.2-11
Resolution Decertifying Delinquent Claims to the County Auditor
(on file)

OLD BUSINESS

1. **Hindermann Property Purchase:** The purchase of the Hindermann property was not approved at the December 14, 2011 council meeting. The subject has since been reconsidered. Public Works Director Burt Fjerstad noted that with the purchase of this property, the City would be better able to continue cleaning up the area and maintain South Park. The building could be used for storage of mowing equipment and other Public Works equipment. The cost is \$20,000 for the building with 2.4 acres donated by Hindermann. Motion by Nelson and second by Torkelson to adopt the resolution approving the purchase of real estate, subject to satisfactory inspection of the building. Ayes: Nelson, Tjosaas, Torkelson. Nays: Marti.

Resolution #12.3-11
Resolution Approving the Purchase of Real Estate
(on file)

2. **Final Levy:** The proposed 2011 tax levy payable in 2012 is an increase of 3.28%. Council members were comfortable with this increase.
 - a. **Resolution Approving Final 2011 Tax Levy, Collectible in 2012:** Motion by Torkelson and second by Marti to adopt the resolution approving the final 2011 tax levy, collectible in 2012. Ayes: Marti, Nelson, Tjosaas, Torkelson. Nays: None.

Resolution #12.4-11
Resolution Approving Final 2011 Tax Levy, Collectible in 2012
(on file)

- b. **Approve 2012 Budget:** Motion by Marti and second by Torkelson, with all voting aye, to approve the 2012 budget.

NEW BUSINESS

1. **Approve Transfer of “Excess” Local Government Aid to Stabilization Fund:** The amount of Local Government Aid to be received this year is greater than what was budgeted in the 2011 budget. Previous discussions suggested that the excess LGA be transferred to the Stabilization fund. Formal action is required to direct City staff to do this. Motion by Nelson and second by Torkelson, with all voting aye, to approve that money received from Local Government Aid over and above the budgeted amount be transferred to the Stabilization Fund.
2. **GASB 54 Resolutions:** These resolutions clearly define information about fund balances such as Special Revenue Funds and designated uses of any particular funds such as the Stabilization Fund.
 - a. **Resolution Adopting Fund Balance Policy:** Motion by Nelson and second by Marti to approve the resolution adopting a fund balance policy. Ayes: Marti, Nelson, Tjosaas, Torkelson. Nays: None.

Resolution #12.5-11
Resolution Adopting Fund Balance Policy
(on file)

- b. **Resolution Committing Specific Revenue Sources and Confirming Restrictions for Specified Purposes in Special Revenue Funds:** Motion by Nelson and second by Torkelson to adopt the resolution committing specific revenue sources and confirming restrictions for specified purposes in special revenue funds. Ayes: Marti, Nelson, Tjosaas, Torkelson. Nays: None.

Resolution #12.6-11
Resolution Committing Specific Revenue Sources and Confirming
Restrictions for Specified Purposes in Special Revenue Funds
(on file)

3. **2012 Fee Ordinance:** Motion by Marti and second by Torkelson, with all voting aye, to approve the 2012 Fee Ordinance.

CLERK-ADMINISTRATOR'S REPORT

1. **IBEW and Teamsters Union Contracts:** The IBEW and Teamsters have tentatively approved three-year contracts with the City. Some of the language is still being worked on. Council approval is being asked for agreed-upon wages. Motion by Torkelson and second by Nelson, with all voting aye, to approve the unfreezing of wages of the labor contracts for 2012, 2.5% wage increase and unfreezing steps in 2013; 2.5% wage increase in 2014.

ENGINEER'S REPORT

1. **Meeting with MPCA:** Neil Britton, WSN, handed out information from the MPCA, including a summary of concerns/comments regarding the possibility of the City of Mantorville hooking into the City of Kasson's wastewater treatment plant.

PERSONNEL

1. **Approve Reorganization of Positions and Wages for Fire Department Officers:** The City's expense for Fire Department officer wages for 2012 is \$7800. Motion by Nelson and second by Marti, with all voting aye, to approve the reorganization of positions and wages for Fire Department officers.
2. **Approve Kris Anderson as Full-Time Employee:** Motion by Torkelson and second by Marti, with all voting aye, to approve part-time Streets/Parks employee, Kris Anderson, moving to full-time status at Grade 7, Step 1, effective January 1, 2012.

CLOSED SESSION

1. **To Develop/Consider Offers for Purchase of Kasson Public School building at 101 3rd Avenue NW:** The meeting was closed at 6:38 p.m. to consider an offer for purchase of the Kasson Public School building at 101 3rd Avenue NW. The meeting was re-opened at 7:03 p.m. **Outcome:** Kathy O'Malley, realtor for Counselor Realty Rochester, presented a Letter of Intent from Sherman Associates, Inc for the purchase of the Kasson Public School building at 101 3rd Avenue NW.

- a. **Resolution Authorizing Entering into Exclusive Negotiations Regarding the Sale of the Old Elementary School**: Motion by Nelson and second by Tjosaas to adopt the resolution authorizing entering into exclusive negotiations regarding the sale of the Old Elementary School. Ayes: Nelson, Tjosaas, Torkelson. Nays: Marti.

**Resolution #12.7-11
Resolution Authorizing Entering into Exclusive Negotiations Regarding
the Sale of the Old Elementary School
(on file)**

ADJOURN: The meeting was adjourned at 7:07 p.m.

ATTEST:

Randy D. Lenth, City Administrator

Tim Tjosaas, Mayor