

**KASSON CITY COUNCIL REGULAR MEETING MINUTES**  
**March 9, 2011**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 9<sup>th</sup> day of March, 2011 at 6:00 p.m.

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

**THE FOLLOWING MEMBERS WERE ABSENT:** None.

**THE FOLLOWING WERE ALSO PRESENT:** City Administrator Lenth, Admin Assist Benfield, Community Dev Director Martin, Neil Britton, Jerry Berg, Diane O'Brien-Berge, Randy Carlsen.

Mayor Tjosaas presided over the meeting.

**COUNCIL**

**Agenda:** Motion by Marti and second by Torkelson, with all voting aye, to approve the March 9, 2011 agenda with the following amendments:

Remove:	A.2.g.	3.2% Malt Liquor On-Sale License Renewal
	A.2.g.1.	Buffet King
Add:	E.1.	Planning & Zoning Update
	E.2.	Park Board Minutes - Ice Arena Update
	H.1.	Fire Chief Selection Committee Update
	K.1.	Recognize Nancy Zaworski for Attaining Master Municipal Clerk Designation

**Consent Agenda:** Motion by Nelson and second by Marti to approve the March 9, 2011 consent items. Ayes: Hopkins, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

1. **Minutes:** Approved the February 23, 2011 regular meeting minutes as submitted.
2. **Claims:** Approved all claims processed after the February 23, 2011 regular meeting, as audited for payment in the amount of \$84,553.28.
3. **Acknowledgement of Committee and Meeting Minutes:** Acknowledged the following committee and meeting minutes for:
  - a. Park Board - 02/15/11
4. **Conferences/Training:** Acknowledged the following employee training/conference attendance for:
  - a. M. Martin LMCIT Legislative Conf for Cities, Counties.... 3/23-24 St. Paul
  - b. K. Schuck/K. Berghuis Exec Training Institute 4/4-7 St. Cloud
5. **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: Hopkins, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

**Resolution #3.1-11**  
**Resolution Certifying Delinquent Claims to the County Auditor**  
**(on file)**

6. **Resolution Authorizing Investment of Idle Funds and Designation of Official Depositories for the City of Kasson:** As part of the consent agenda, the resolution authorizing the investment of idle funds and designation of official depositories for the City of Kasson was adopted. Ayes: Hopkins, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

**Resolution #3.2-11**  
**Resolution Authorizing Investment of Idle Funds and Designation of Official Depositories for the City of Kasson**  
**(on file)**

7. **Approve Refuse Hauler Licenses:** Approved refuse hauler licenses for the following:
- a. Alli Rolloff Inc.
  - b. Green Planet Disposal, Inc.
  - c. Veolia Environmental Services
  - d. Waste Management of Rochester

**COMMITTEE REPORTS:**

1. **Planning & Zoning Update:** A public informational meeting was held on Tuesday, March 1<sup>st</sup> regarding the City's newly updated Comprehensive Plan. The public hearing for the Comprehensive Plan was held Monday, March 7<sup>th</sup>. Proposed amendments to the Plan will be discussed at the Planning Commission meeting on Monday, March 14<sup>th</sup>.
2. **Park Board Minutes – Ice Arena Update:** Council Member Hopkins commented on the amount of money being spent on the Ice Arena. The Park Board minutes reported that two of the compressors were not working and the estimated cost for repairs and draining the fluid is \$31,000. The County will be paying half of this cost. Repairs and maintenance of the Arena have been neglected in prior years and these maintenance costs should be nearing the end.

**NEW BUSINESS**

1. **Approve Bid to Replace City Hall Shingles:** Two bids were received to remove and replace the City Hall shingles prior to solar panels being installed. Motion by Hopkins and second by Marti, with all voting aye, to approve the bid from Gransee Construction to remove and replace the City Hall shingles at a cost of \$27,996.
2. **Approve Joint Powers Agreement – South East Minnesota Narcotics and Gang Task Force (SEMNGTF):** The South East Minnesota Narcotics & Gang Task Force Joint Powers Agreement begins April 1, 2011 and ends March 31, 2014. The agreement is automatically extended for three-year successive terms with the same terms and conditions unless the Task Force is dissolved prior to expiration of the initial or successive term. Motion by Nelson and second by Marti, with all voting aye, to approve the South East Minnesota Narcotics and Gang Task Force Joint Powers Agreement.
3. **Consideration of Slettengapp Proposal:** Lobbying assistance for the 2011 and 2012 Bonding Bill is important to the City of Kasson. Personal contacts are helpful especially if

someone is available to be at meetings and events at any time. Jill Sletten, Sletten Government Affairs & Public Policy, would be able to follow legislation, provide updates on the legislation and offer guidance with committee hearings. The contract with Sletten would begin April 2011 through July 31, 2011 at a cost of \$3,000. Motion by Torkelson and second by Nelson, with all voting aye, to authorize the Mayor to enter into a contract with Sletten, as noted above, following a personal interview.

### **MAYOR'S REPORT**

1. **Fire Chief Selection Committee Update:** Interviews for the Fire Chief position will be held Monday, March 14. Council members received a copy of the 19 questions that will be asked of each candidate, a copy of the interview rating sheet and the updated Fire Chief position description. Candidates also received this information. The updated description includes removing duplication, adding attendance requirements for meetings and drills throughout the year and being a member in good standing. Motion by Torkelson and second by Marti, with all voting aye, to approve the amended Fire Chief position description.

### **CLERK-ADMINISTRATOR'S REPORT**

1. **Electric Supply Agreement:** A short-term agreement electric energy supply agreement is needed by the City to cover the May to December, 2011 period until new long-term agreements begin in 2012. There will be substantial savings by purchasing from NSP-55 and excess generation from CMMPA partners Glencoe and Delano.

### **ENGINEER'S REPORT**

1. **Dodge County Fairgrounds Sanitary Sewer Upgrade:** Neil Britton, WSN, reported that Swenke Co, Inc. was awarded the bid to upgrade the sanitary sewer at the Dodge County Fairgrounds. The RV dump was not approved.

### **PERSONNEL**

1. **Recognize Nancy Zaworski for Attaining Master Municipal Clerk Designation:** Mayor Tjosaas announced that Nancy Zaworski, Finance Director, has been awarded the designation of Master Municipal Clerk by the International Institute of Municipal Clerks (IIMC), Inc. The MMC designation requires municipal clerks to complete demanding education requirements as well as having a record of significant contributions to their local government, community and state. Congratulations, Nancy!

**CORRESPONDENCE:** The following correspondence was reviewed:

1. Legislative Conference for Cities, Counties, Schools and Townships - 3/24/2011 St. Paul
2. Safety & Loss Control Workshop - 4/19 Rochester

**ADJOURN:** The meeting was adjourned at 6:27 p.m.

**ATTEST:**

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Randy D. Lenth, City Administrator

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Tim Tjosaas, Mayor