

**KASSON CITY COUNCIL REGULAR MEETING MINUTES
February 24, 2010**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 24th day of February, 2010 at 6:00 p.m.

THE FOLLOWING MEMBERS WERE PRESENT: Coleman, 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, Finance Director Zaworski, Neil Britton, Burt Fjerstad, Samantha Tripp, Lonnie Zelinske, Randy Carlsen.

Mayor Tjosaas presided over the meeting.

COUNCIL

Agenda: Motion by Marti and second by Coleman, with all voting aye, approving the February 24, 2010 agenda with the following amendments:

Add:	F.1.	Resolution to Approve Amendment to the Agency Agreement Known as the Fourth Restated Agency Agreement
	K.1.	Overtime Memo
Move:	K.1. to K.2.	Annual Evaluation – Randy Lenth

Consent Agenda: Motion by Nelson and second by Torkelson approving the February 24, 2010 consent items. Ayes: Coleman, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

1. **Minutes:** Approved the February 10, 2010 regular meeting minutes as submitted.
2. **Claims:** Approved all claims paid after the February 10, 2010 regular meeting, as audited for payment in the amount of \$398,385.83.
3. **Acknowledgement of Committee and Meeting Minutes:** Acknowledged the following committee and meeting minutes:
 - a. Library Board - 01/12/10
 - b. Park Board - 01/26/10

PUBLIC FORUM: Burt Fjerstad, owner of West Main Apartments, expressed concern about the recent increase in the utility rates, specifically, the base rate charge for water for each unit of multi-housing complexes, even if there is only one meter for the entire complex. Fjerstad has 15 apartments with one water line and one sewer line. He asked that the council consider the impact these charges have on multi-housing units. Administrator Lenth noted that multi-housing complexes are billed the unit base rate at the residential base rate and the usage rate at the commercial rate, offering the greatest savings. The water and sewer committee will meet to discuss and review the policy.

OLD BUSINESS

1. **Resolution to Approve Amendment to the Agency Agreement Known as the Fourth Restated Agency Agreement:** An amendment to the Fourth Restated Agency Agreement was approved at the January 28, 2010 council meeting. This resolution authorizes and directs the Mayor to execute the Fourth Restated Agency Agreement. Motion by Nelson and second by Marti to adopt the resolution to approve the amendment to the Agency Agreement known as the Fourth Restated Agency Agreement. Ayes: Coleman, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

Resolution #2.3-10

**Resolution to Approve Amendment to the Agency Agreement Known as
The Fourth Restated Agency Agreement
(on file)**

NEW BUSINESS

1. **Tax Forfeited Properties:** There are 13 parcels located in the Lindon Manor subdivision that are now in forfeiture. No taxes have been paid since 2004. The county requires a response by May 5, 2010 as to what the City wants to do with these lots. It is the consensus of the council members that the forfeiture process proceed. Motion by Nelson and second by Coleman, with all voting aye, that a letter be sent to the County stating that the City does not have a public use or public purpose for this land and would like it kept for residential development so that the assessments levied by the City can be paid.

MAYOR'S REPORT

1. **Strategic Planning Session:** Mayor Tjosaas noted that the strategic planning session held Saturday, February 13th was productive and would like to make this a yearly event. The mayor also stated that the next "Meet the Mayor" meeting is Saturday, February 27th from 8:00 – 9:00 a.m. at the Country Pleasures Café.

CLERK-ADMINISTRATOR'S REPORT

1. **Ice Arena**
 - a. **Parking Lot Plan:** City staff, the Fair Board and County Commissioners will be meeting to finalize the parking lot plan for the Ice Arena so bid documents can be started.
 - b. **Naming Ice Rink:** Motion by Torkelson and second by Marti, with all voting aye, to approve naming the ice rink at the Dodge County Ice Arena the "Axel Johnson Memorial Ice Rink."

PERSONNEL

1. **Overtime Memo:** The City paid \$52,000 in overtime payments across Union departments in 2009. To avoid future extreme employment actions such as layoffs and furloughs, the City needs to decrease paid overtime. A letter from Administrator Lenth to all City of Kasson Union employees requests that employees, working with their supervisor, use standby, on-call and weekend overtime hours in the form of compensatory time off rather than being paid.
2. **Closed Session: Annual Evaluation – Randy Lenth:** The meeting was closed at 6:37 p.m. for the purpose of discussing the annual performance evaluation for Administrator Lenth.

The meeting was re-opened at 6:45 p.m. **Outcome:** The review was completed and Lenth was commended on a job well done. Motion by Torkelson and second by Coleman, with all voting aye, to accept the performance review for Administrator Lenth, increasing his vacation hours to 6.46 per pay period and adding \$50.00 a month as part of the travel/technology allowance.

ADJOURN: The meeting was adjourned at 6:48 p.m.

ATTEST:

Randy D. Lenth, City Administrator

Tim Tjosaas, Mayor