

KASSON CITY COUNCIL REGULAR MEETING MINUTES
April 28, 2010

5:00 Council Work Session – 5:00 p.m.

1. **Review 2009 City Operations/Audit:** Council members, Finance Director Zaworski, City Administrator Lenth and Community Development Director Martin reviewed the 2009 operations and 2009 annual audit report, discussed 2010 and looked ahead to the 2011 budget.

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 28th day of April, 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, Finance Director Zaworski, Community Dev Director Martin, Library Director Adams, Neil Britton, Marisa Isenberg, Jerry Berg, Lorraine Hopkins, Lorraine Spading, Diane O'Brien-Berge, Randy Carlsen.

Mayor Tjosaas presided over the meeting.

COUNCIL

Agenda: Motion by Marti and second by Coleman, with all voting aye, to approve the April 28, 2010 agenda with the following amendment:

Add: L.1. Memo from Blue Star Mothers of America

Consent Agenda: Motion by Nelson and second by Marti, to approve the April 28, 2010 consent items. Ayes: Coleman, Marti, Nelson, Tjosaas. Nays: None. Abstain: Torkelson.

1. **Minutes:** Approved the April 14, 2010 regular meeting minutes as submitted.
2. **Claims:** Approved all claims processed after the April 14, 2010 regular meeting, as audited for payment in the amount of \$401,781.64.
3. **Acknowledgement of Committee and Meeting Minutes:** Acknowledged the following committee and meeting minutes for:
 - a. Library Board - 03/09/10
4. **Conferences/Training:** Acknowledged the following employee training/conference attendance for:
 - a. C. Pletta MMBA Conference 5/15-18 Alexandria
 - b. N. Zaworski 2010 Advanced Academy 5/13-14 Bloomington
5. **2010 Concrete Bids – Approve Stone by Stone Plus, LLC for Sidewalk Concrete Program:** Approved Stone by Stone Plus, LLC for the City's 2010 sidewalk concrete program.

PUBLIC FORUM: Lorraine Spading, representing KARE, thanked the council for allowing them to apply for a grant for mothballing the Old Elementary School. It was requested that before the grant application is sent in on April 30th the City staff needs to review the application. Spading noted that May is Preservation Month and that KARE is planning activities for the public on May 22 from 1:00 – 4:00 p.m. at the Old Elementary School. Included will be a display of antique and classic cars and installation of the wood coverings that were painted for the windows of the OES. KARE would also like the old water tower to be open to the public that day. Spading also said that the white building next to the water tower is in need of repair, basically, scraping and a coat of paint. There are volunteers that will do the scraping and painting and council members did not have a problem in having this done.

VISITORS TO THE COUNCIL

1. **Marisa Isenberg, CPA – Abdo, Eick & Meyers, LLP – 2009 Audit Review:** Marisa Isenberg, CPA from Abdo, Eick & Meyers, LLP presented the results of the City’s 2009 audit. The City’s net assets for 2009 were \$27,206,939. The total net assets increased by \$566,131 mainly due to an increase in charges for services. The deficit in the wastewater treatment fund will be addressed through rate increases. Overall, the City is in good shape financially. Motion by Torkelson and second by Nelson, with all voting aye, to approve the 2009 audit as presented.
2. **Library Director Bonnie Adams – 2009 Kasson Public Library Report:** Library Director Bonnie Adams presented the 2009 Kasson Public Library Report. Statistics included: 2600 people used the library each month, 298 persons were wireless access users - an increase of 46%, the Summer Reading Program was very well attended and the outreach program to 14 daycares and the Prairie Meadows Senior Assisted Living is well received and appreciated.

COMMITTEE REPORTS

1. **Planning Commission**
 - a. **Atkinson Conditional Use Permit:** Marvin and Gladys Atkinson own a building at 15 2nd Street NW in the downtown commercial district and are requesting a conditional use permit to be able to convert the first floor into a residential apartment. Both the EDA and the Planning Commission reviewed the application for the conditional use permit and were concerned about the loss of commercial space in the downtown district and the residents’ use of on-street parking and possible recreational use of the downtown streets and sidewalks. In all other buildings in this district the first floors are reserved for commercial use. The vote was unanimous by the Planning Commission to recommend denial of the CUP.
 1. **Resolution Denying a Request for a Conditional Use Permit for Marvin and Gladys Atkinson at 15 2nd St NW:** Motion by Coleman and second by Torkelson to adopt the resolution denying a request for a conditional use permit for Marvin and Gladys Atkinson at 15 2nd St NW. Ayes: Coleman, Marti, Nelson, Tjosaas, Torkelson. Nays: None.

**Resolution 4.2-10
Resolution Denying a Request for a Conditional Use Permit for
Marvin and Gladys Atkinson at 15 2nd St NW
(on file)**

OLD BUSINESS

1. **Ice Arena Parking Lot Plan:** The latest ice arena parking lot plan was presented to the Fair Board on April 26th. The plan was approved at the meeting. The County is to let the City know if they have any issues with this plan. Motion by Torkelson and second by Nelson, with all voting aye, to approve the current ice arena parking lot plan as presented. Best Value Contracting will be used for this project. WSN will get the schedule together for the bidding process.

NEW BUSINESS

1. **Ordering a Feasibility Study for 11th Avenue NE:** A proposed development of 23 lots in Blaine's 12th Subdivision requires the construction of 11th Avenue NE including sewer, water and storm water. In order to have initial cost estimates regarding the infrastructure costs, the developer Carter Blaine is requesting that a feasibility study be prepared. Motion by Marti and second by Coleman, with all voting aye, to approve ordering a feasibility study for 11th Avenue NE.
2. **Ordering of Plans and Specs for Potential 2011 Sewer Outfall Project:** The sewer outfall project addresses one of the inefficiencies of the sewer system. The sewer outfall is too small for the size of our plant and high flows blow water out of the manholes and blow apart the manholes. The project was included on the State's Project Priority List in anticipation of potential stimulus dollars. It is rated 40th out of 381 projects and could receive public financing beginning in February 2011. Motion by Marti and second by Torkelson, with all voting aye, to approve ordering of plans and specs for potential 2011 sewer outfall project.

MAYOR'S REPORT

1. **2nd Annual "Pick up our Community" Event:** Due to rainy weather, the "Pick up our Community" event scheduled for April 24th did not happen. It is rescheduled for Saturday, May 1st at 8:00 a.m. Volunteers are to meet at Veterans Memorial Park (North Park).

CLERK-ADMINISTRATOR'S REPORT

1. **Thank You:** Administrator Lenth thanked Finance Director Nancy Zaworski for her work on the sewer outfall project and managing the City's finances.

ENGINEER'S REPORT

1. Neil Britton, WSN, suggested that in future discussions, 16th Street NE be considered to replace Masten Creek Parkway as a Municipal State Aid street. This will be looked at during the Comprehensive Planning process.

CORRESPONDENCE: The following correspondence was reviewed:

1. **Memo from Blue Star Mothers of America:** The Minnesota Blue Star Mothers convention will be held Saturday, May 1st at the Kasson United Methodist Church. Blue Star Mothers of America is a non-profit organization made up of mothers with children currently serving in the military.

ADJOURN: The meeting was adjourned at 7:00 p.m.

ATTEST:

Randy D. Lenth, City Administrator

Tim Tjosaas, Mayor