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KASSON CITY COUNCIL REGULAR MEETING MINUTES
March 25, 2020

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 25th day of March, 2020 at 6:00 P.M. With a work session at 5:30PM.

THE FOLLOWING MEMBERS WERE PRESENT: Burton, Eggler, Ferris, McKern and Zelinske (phone in)

THE FOLLOWING MEMBERS WERE ABSENT: None

5:30PM WORKSESSION:

COVID-19 Discussion

The council supports suspending all water shut offs and penalties for late payments during the declaration of emergency. Utility Billing Specialist Sullivan stated that the City is required to send a second notice for people with delinquent accounts and wanted to know if she needs to send the notice. The Council would like the notice to go out and a copy of this policy. The Council would like this on the current bill going out and on the website. Administrator Ibisch stated that the goal is not to shut people off we want to get them caught up.

Suspension of all non-essential boards and commissions.

City Hall will be limited to one employee in city hall at a time that will be checking mail, and performing the essential functions. Water and electric employees will work in pairs and alternate days, Administrator Ibisch will work with the Department Heads and Public Works Director on scheduling.

Council meeting – there will be a resolution added to the Council agenda to cancel the first meeting of April. Another resolution that will be added to the Council meeting will declare a public emergency.

Administrator Ibisch asked the Council to think about liquor licenses and the possibility of prorating them.

We have advised department heads to limit expenditures.

Mayor Mckern asked the Public Works Director how the WWTP is doing and if people are flushing things they shouldn't, Mr. Bradford stated that people seem to be following the recommendations on what to flush.

There is a moratorium on peddler's permits.

The library will be shutting down.

We are not implementing the Work at Home policy but will look into that in the future.

Mayor McKern asked if DEED was going to expand their program, Administrator Ibisch not that we have seen so far.

Liquor store is not taking cash right now and we need to make sure we can mitigate any issues since they are considered an essential business.

THE FOLLOWING WERE ALSO PRESENT: City Administrator Tim Ibisch, City Clerk Rappe, City Attorney Melanie Leth, City Engineer Theobald, Fire Chief Fitch, Public Works Director Bradford, Library Director Shafer-Gottschalk, Finance Director Zaworski, Utility Billing Specialist Sullivan, Alex Nuehring, Les Conway

PLEDGE OF ALLEGIANCE

COUNCIL

APPROVE AGENDA

Add New Business #4 Resolution cancelling the first meeting in April

Add New Business #5 Resolution for declaration

Motion to Approve the Amended Agenda made by Councilperson Egger, second by Councilperson Burton with All Voting Aye.

CONSENT AGENDA

Minutes from March 11, 2020

Claims processed after the March 11, 2020 regular meeting, as audited for payment in the amount of \$500,625.46

Acknowledge Committee Minutes

Planning Commissioner March 2020 DRAFT

Evaluation:

Cassie Sullivan, Util Billing Specialist Inc to Grade 8 Step 4 \$25.53 eff. 2/6/20

Motion to Approve the Consent Agenda made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye.

VISITORS TO THE COUNCIL

MAYOR'S REPORT

The biggest message is that everyone needs to do their part. Please be patient and shop normally. Mayor McKern thanked the businesses that are remaining open and he thanked the public works department and all EMS. He appreciates all city employees and asked the citizens to lead by example.

PUBLIC FORUM

PUBLIC HEARING

COMMITTEE REPORT

Planning Commission

Blaine's 14th Preliminary Plat – The Planning Commission reviewed this preliminary plat at their Dec 2019 and Jan 2020 meetings. Les Conway, Massey, WSE Massey Survey and Engineering, was in attendance representing the developer. There are two alternate resolutions provided by Laura Chamberlain from Hosington-Koegler Group. Mr. Conway presented a separate map color coded to

each of the parcels discussed. Outlot B (orange) would be constructed as the retention pond and they would like to keep that as its own outlot. All of the streets (blue) would be dedicated to the City. Outlot C (pink) they believe this is an unuseable remenant they would like to negotiate some credit for that area for parkland or trail area. If the city does not want to negotiate then they would keep it and maintain it. Outlot E (light green) is the land behind the lots along the creek and would stay in the developers name and they are proposing a environmental conservation easement. The developer would like to take this outlot and subdivide it among the lots that abut it. In outlot D (dark green) they show a trail. Mr. Conway is proposing a 30 foot easement instead of the 40 foot easement that the City has asked for between lots 4 and 5. Mr. Conway is proposing using the end two lots as a temporary turnaround instead of an easement on the end of 13th St.

Engineer Theobald stated that there are draft resolutions in the packet and staff has not had time to review these new suggestions. The resolutions include the outlots in the flood plain. Theobald stated that if these are privately owned we would want a drainage and utility easement over the entire piece of property.

Council person Burton is concerned with this process, there have been significant changes since this was reviewed by the Planning Commission and this has not come back to Planning Commission with the changes. Administrator Ibisch stated that the City has had issues with the Kasel property. Mayor McKern stated however we do this we need to be consistent with both pieces. Mayor McKern asked how much compensation is Blaine asking for. Mr. Conway stated that a corridor and easement and does not believe the city should own everything. It is worth something to the developer to sell it as part of the parcel and the corridor saves the City and still benefits the property owner. Mr. Conway stated that the trail would satisfy the parkland dedication for this development.

Mayor McKern would like to table this. City Attorney Leth read that we have until May 16 to make a decision with the extension that Carter signed.

Mr. Conway brought up the parkway issue. The City has the right to require, the question is whether we can require a cash payment for the parkway.

Engineer Theobald stated that this was determined by the comprehensive planning process. Mayor McKern stated that this could be changed. Mr. Conway asked for a decision at the April 22 meeting.

Motion to Table the Preliminary Plat to the April 22, 2020 City Council Meeting made by Councilperson Burton, second by Councilperson Egler with All Voting Aye.

Thompson Addition Amended Final Plat – the Planning Commission felt that the amended map was clear enough and if anything changes on the property to the south it would require a new process.

Motion to Approve the Resolution Amending the Final Plat made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.

Resolution #3.4-20

***Resolution Approving Amendment of the Final Plat of the Thompson Addition
(on file)***

Kwik Trip Conditional Use Permit – Kwik Trip is planning on demoing the old building and repaving it for a truck parking lot. The Planning Commission has recommended approval of the parking lot. **Motion to Approve the Resolution made Councilperson Ferris, second by Councilperson Egger with All Voting Aye.**

Resolution #3.5-20

***Resolution Approving a Conditional Use Permit to Allow for the Creation of a Parking Lot at 101 8th St SE, Kasson, MN
(on file)***

EDA

Trail Connection Grant Resolution – This was submitted to the State last year and was not approved at that time. The City increased the participation from 25% to 30% to have a larger chance of getting approved. **Motion to Approve made by Mayor McKern, second by Councilperson Burton with All Voting Aye.**

Resolution #3.6-20

***Resolution Approving And Authorizing The Submission Of A Grant Application Through The Minnesota Department Of Natural Resources For The Local Trail Connection Program
(on file)***

Park Board

Approve List of KAC Hires

Motion to Approve the Recommendation of the Park Board to hire the list of KAC Conditional on the Opening of the Aquatic Center made by Councilperson Ferris, second by Councilperson Burton, Aye: Burton, Ferris, McKern and Zelinske. Abstain: Egger

Library Board Special Meeting – Pat Shafer-Gottscahlk, Library Director, stated that they are excited about hiring a new Library Aide, the start date now is deferred to April 27, the Library Board has offered the job to Barbara Thompson and she has accepted. Pay grade 2 step 1 entry level position, \$15.45per hour. Mayor Mckern stated that this position has already been approved at the Council level.

OLD BUSINESS

NEW BUSINESS

Bond Refinancing Options – Finance Director Zaworski asked the Council how much savings would the Council need to refinance the Aquatic Center debt. Mayor Mckern stated that any savings is good. Finance Director Zaworski stated that this would have to come to the April 22 meeting. Mayor McKern inquired when we would lock in on a rate, Finance Director Zaworski stated that would be closer to the 22nd. **Motion to Move Forward made by Mayor McKern, second by Councilperson Ferris with All Voting Aye.**

Cable Franchise Agreement- Administrator Ibisch stated that this is informational, the agreement we have is due to expire this year. We are looking to negotiate with KM Telecom.

FFA Property Agreement Update – The City has property that the FFA has used and kept any generated profits from that. Do we want to continue to allow this we would want an agreement in place and if we determine we are not interested in continuing this. This is property between the shop and sewer plant and behind the sewer plant. Councilperson Egger stated that before the FFA had it, it was rented to someone else.

Resolution Cancelling First Meeting in April - Motion to Approve the Resolution made by Mayor McKern, second by Councilperson Burton with All Voting Aye.

Resolution #3.7-20

***Resolution Cancelling a Council Meeting
(on file)***

Resolution for Emergency Declaration - Motion to Approve the Emergency Declaration made by Councilperson Egger, second by Councilperson Burton with All Voting Aye.

Resolution #3.8-20

***Resolution Declaring a Public Emergency
(on file)***

ADMINISTRATOR'S REPORT

Administrator Ibsch highlighted sections of his report and talked about the Service Territory Acquisition that he will be reviewing with the service territory Attorney on Friday.

The EDA is creating a program to have a business interruption loan. The Council agreed to use some of the rebated money from CMMPA for this program. These are loans. **Motion to Transfer the Rebated Funds of \$60,000 made by Mayor McKern, second by Councilperson Ferris with All Voting Aye.**

ENGINEER'S REPORT

I/I Reduction Plan – UPDATE – Engineer Theobald gave an update;

Sump pump and lateral plan – we had a kick off scheduled and is postponed

Flood study – we got a draft of some actionable items and will have some discussion points for the flood control and a form of mitigating

Bypass pumping plan – staff worked through a new plan and work that would occur when we have a large rain event

Backflow preventer program – do we want to have this program?

Public education – there is a lot of education on the sump pump website.

Manhole inspections – field staff has been out checking them all to see which ones are leaking

CCTV review and coordination and we are working on getting that done in the next 6 to 9 months.

Feasibility Report for Masten Creek – waiting to do the manhole inspections and CCTV review first.

Engineer Theobald would be happy to provide a quarterly update.

PERSONNEL

Police Chief Retirement – Administrator Ibsch stated that the Chief has given notice that he anticipates retirement in the next few months. Administrator Ibsch would like to have a meeting with the personnel committee to decide how they would like to fill this position.

Resignation of Craig Helgeson – Motion to Accept the Resignation made by Councilperson Egger, second by Councilperson Ferris with All Voting Aye and Thanking Mr. Helgeson for his service.

ATTORNEY REPORT

CORRESPONDENCE

Correspondence was reviewed.

ADJOURN 8:00PM

Motion to Adjourn made by Councilperson Burton, second by Mayor McKern with all voting Aye to Adjourn.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor