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**KASSON CITY COUNCIL REGULAR MEETING MINUTES**  
**July 24, 2019**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 24th day of July, 2019 at 6:00 P.M.

**THE FOLLOWING MEMBERS WERE PRESENT:** Burton, Egger, McKern and Zelinske

**THE FOLLOWING MEMBERS WERE ABSENT:** Ferris

**THE FOLLOWING WERE ALSO PRESENT:** City Administrator Coleman, City Clerk Rappe, City Engineer Theobald, City Attorney Melanie Leth, Public Works Director Charlie Bradford, Electric Supervisor Jarrod Nelson, Finance Director Nancy Zaworski, Everett Paulson, Matt Kleeberger, Ryan Wegner, Katie and Clark Holz, Buffy Beranek, Karen DuCharme, Jason Wilker, Beth Hodgman, Rayelle Haase, Holly Huso, Doug Buck, Ann McElmury, Dave Wulff

**PLEDGE OF ALLIANCE**

**APPROVE AGENDA**

Add: New Business #3 Possible Electric Credit

Add: New Business #4 Authorize City Administrator and/or Mayor to sign on behalf of City to accept State Disaster Declaration Results

Add: New Business #5 Flood Recovery Task Force

Add: Personnel #3 Zoning Administrator Proposal

Move Engineer J.2 to Mayor's Report B.2

Add: Mayor's Report B.3 Finance Director Proposal

Add: Visitor to the Council C.2 Request for Board Action Summary

Add: New Business #6. Park Mower

Add: Attorney #2. Information Regarding Sewer Service Lateral Non compliance

Add: Administrator #4. Clarification of Building Permit Fee Waiver

Remove: Administrator I.3

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

**CONSENT AGENDA**

Minutes from July 10, 2019

Claims processed after the July 10, 2019 regular meeting, as audited for payment in the amount of \$1,176,542.34

Resolution Waiving Park Hours for Festival in the Park

***Resolution #7.4-19***

***Resolution Waiving Park Hours For Festival in the Park, A Special Event  
(on file)***

Resolution Appointing Volunteers for Festival in the Park

**Resolution #7.5-19**

**Resolution Appointing Festival in the Park Volunteers  
(on file)**

Resolution Approving Street Closures for Festival in the Park

**Resolution #7.6-19**

**Resolution Approving Street Closings for Festival in the Park Activities  
(on file)**

Fireworks Permit for Festival in the Park

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

**MAYOR'S REPORT**

**Flooding Updates** – Mayor McKern thanked staff for solutions and options, public works department, city hall staff, emergency management people, appreciation to new media, visitors Karen and Buffy from SEMMCHRA, looking for programs that can help citizens. These problems have been here for a lot of years.

**Sanitary Sewer Discussion** – Engineer Theobald presented strategies to prevent the frequency of sewer backups. Inflow and Infiltration is a major contributor to overwhelming our treatment plant. Theobald went over a list of possible solutions from less expensive options to major construction and more expensive options. There are fixes in these strategies that are more money than what is projected and costs to the homeowner. The City has already removed trees from along Masten Creek and repaired some manholes. We could start another backflow preventer program as we have had in the past.

**Finance Director Proposal** – Mayor McKern stated that anything we do, we are using tax payer dollars. Finance Director Zaworski stated that we are looking at sewer and storm sewer funds. To keep 6 months of reserve in the funds we could have possibly \$740,000 in the sewer fund and \$145,000 in the storm water fund. The City needs to allow funds to fix unexpected problems we find.

Mayor McKern ranked the bypass pumping plan first, Engineer Theobald stated a pump would be \$17,000 to \$18,000, this pump would be double the size of the current pumps.

Second, the feasibility report on modeling for sanitary sewer trunk line upsizing, to know if this is going to work and then we can plan for this large expenditure.

Education for citizens on backflow preventers in conjunction with the backflow preventer program, manhole inspection and inventory, sump pump and sewer service lateral inspection program; the City could use the petition and waiver process.

Councilperson Burton stated that some part of televising needs to go with sump pump and manhole inspections. Mayor McKern stated that we need to televise some of the older parts of town and use the people that are on the list and we can map those.

Engineer Theobald stated that he will take this as direction and move forward.

Mayor McKern also charged WHKS with flood mitigation with Masten Creek. What can we realistically apply for with the DNR, or how we can work with those agencies to widen and clean up the creek. Engineer Theobald stated that there is a meeting tomorrow with Matt Maas and how some of those funds come available.

#### **VISITORS TO THE COUNCIL**

**SEMMCHRA** – Buffy Beranek, Executive Director for SEMMCHRA, stated that since the City has some money in the wastewater fund that we should reach out to Karen DuCharme and she may be able to help get grant dollars for mitigation.

SEMMCHRA has some reserve funds that can be accessed now and we can levy for \$70K to administer a small loan fund to people who need help with flooding. They will administer this program with no administrative costs.

Karen DuCharme – they are proposing a 0% 5 year installment loan up to \$3,000. To qualify the income must meet at least 115% of the state median income level. Repayments are deferred for 6 months after the start of the loan. Use tax return to verify income and use the County to verify home ownership.

Mayor McKern would like to use the electric fund to fund the SEMMCHRA.

**Motion to use the Electric Funds to Transfer to SEMMCHRA program of \$100,000, made by Mayor McKern, second by Councilperson Burton with All Voting Aye.**

**Request for Board Action Summary** - Buffy Beranek stated that SEMMCHRA wants to transfer housing from public housing to Section 18 project based housing. The benefit to the city is more funding from HUD to maintain the homes. There is a benefit to SEMMCHRA because HUD offers administrative fees. The only effect on the tenant is that they have to sign a new contract. Kasson has 3 homes that are considered public housing.

**Motion to Approve the Letter Supporting the Disposition Application to HUD, made by Councilperson Egger, second by Councilperson Zelinske with All Voting Aye.**

#### **PUBLIC FORUM**

**Doug Buck** – 300 15th Ave NW - Thank you to public works guys for getting out there on the last event and getting ahead of it.

**Ryan Wegner** – 307 1<sup>st</sup> St NE – Wanted to say Thank you. Had a special question for the engineer. Engineer Theobald will respond to Wegner.

**Clark Holz** – 210 4<sup>th</sup> Ave NE – He represents the 200 block of 4<sup>th</sup> Ave NE. He is frustrated because this has been an issue since 2007. Will appreciate the city moving forward doing what they can and would like to find the root cause of the problem to be able to find a solution.

#### **PUBLIC HEARING**

##### **COMMITTEE REPORT**

**Planning Commission - Resolution Denying a Rezone** - Councilperson Burton stated that Mr. Wilker had applied for a rezone request to change to a M-1 zone. Much discussion revolved around the new comprehensive plan, this is not consistent with the City's comp plan. The City Attorney stated that since comp plan is the standard that planning commission must comply with. Mr. Wilker would need to apply for a new conditional use permit.

Attorney Leth stated that Mr. Wilker wanted to rezone to an M-1 that would potentially allow a fertilizer plant. Leth stated that Mr. Wilker should bring a new application for a conditional use permit for the Planning Commission to consider. **Motion to Approve the Resolution Denying the Rezone made by Councilperson Burton, second by Councilperson Zelinske. Aye: Burton, Egger and Zelinske. Nays: McKern**

***Resolution #7.7-19***

***Resolution Denying A Zoning Map Amendment for the Parcel Known as 1103 8th Ave NE, Kasson (on file)***

**Ice Arena – Dodge County Fair Agreement** – Attorney Leth stated that it is not clear of the roles of Dodge County and the Dodge County Agricultural and Mechanical Society. The agreement should reference the 2010 agreement and/or be an addendum to that original agreement. Mayor McKern asked the Attorney to provide her recommendations.

**OLD BUSINESS**

**Hail Damage** – Letter included in packet of City buildings and damage, this has been submitted to insurance

**Water Reports** – Mayor McKern stated that the water is tested in 7 different places every 4 weeks and the water is safe. Latest report as of July 12 was in the packet.

**Dodge County Wind, LLC** – new dates are in the packet If you are interested in attending.

**Park and Ride Facility** – Administrator Coleman stated that we will post it “Commuter Parking Only” and that will take care of people just parking their cars there.

**Kasson CIP 2019 Update** – This is the results of Mike Bubany’s report from the last meeting

**NEW BUSINESS**

**Annual Safety Inspection of Rental Properties** – Administrator Coleman stated that the City Attorney recommended looking at Dodge Center’s rental ordinance to see if this is something we would like to adapt. This will come back to the next meeting.

**Alert System** – Houston County has a reverse 911. Code Red is what is behind Houston’s system and the City of Rochester has an alert system. Dodge County does subscribe to this program, our price would be discounted since Dodge County subscribes. Mayor McKern suggested sending this to Emergency Services Committee to see how/if they would use this. This could be a 2020 budget consideration.

**Possible Electric Credit** – Mayor McKern stated there were a lot of people that used extra electricity with dehumidifiers, fans, sump pumps, etc. The Council would like a sampling of extra electricity that people used from last year’s usage. Mayor McKern stated that this would be for the 225 people that had damage. Councilperson Egger stated that other people in town had extra usage for pumping and dehumidifiers and how will we determine this. This will come back to the next meeting.

**Authorize City Administrator and/or Mayor to sign on behalf of City to accept State Disaster Declaration Results** – Mayor McKern stated that tomorrow morning Matt Maas will be here for a meeting to certify all of the City damage. **Motion to Authorize the City Administration and/or Mayor to sign made by Councilperson Burton, second by Councilperson Egger with All Voting Aye.**

**Flood Recovery Task Force** –Matt Maas is putting together a Long Term Recovery Committee and would like our jurisdiction to serve on the committee. Councilperson Burton volunteered, Councilperson Zelinske volunteered as a backup, **Motion to Appoint Burton to the committee with Zelinske as a backup, second by Egger with All Voting Aye.**

**Park Mower** – The oldest mower is beyond repair. **Motion by Mayor Mckern to purchase a new mower out of the stabilization fund, second by Councilperson Burton with All Voting Aye.**

#### **ADMINISTRATORS REPORT**

**Highway 14 Corridor Analysis & Design Concepts Project** – Administrator Coleman stated there is an opportunity to complete a survey on the Kasson Facebook page to let them know how they are using Hwy 14. The City talked to MnDOT on the effect of paving 16<sup>th</sup> St NE to County 15 and the possible future traffic. Next meeting Engineer Theobald will attend on Sept 24 and an open house will be held in October.

**Dodge County Fair Grounds Proposal** – Jarrod Nelson, Electric Supervisor, the Fair Board approached the City, the state electrical inspector stated that some of the vendors are too close to the power lines. Nelson stated there are a few ways to solve it and one is moving the vendors away from the power lines, the fair board would like the City to bury the lines and the feeder. Nelson contacted Engineer Cook at PLC Engineering. Nelson stated that this has been an ongoing issue for the Fair Board, the fair board is steering this but it is not on our radar and Kasson does not want to pay for this. Mayor McKern asked Nelson to put some alternatives together so when the fair board comes back and wants us to do something and for us to pay for it we would have some alternatives.

**Clarification of Building Permit Fee Waiver** – Administrator Coleman wanted clarification on waiving the building permit fees for permits regarding flooding. The Council stated the intention is to waive all fees for those permits.

#### **ENGINEER'S REPORT**

**2019 Pavement Maintenance** – Engineer Theobald stated that 1<sup>st</sup> St NE is on the list and we will televise these lines before we repave 1<sup>st</sup> St NE.

#### **Location Map**

**Resolution Awarding 2019 Pavement Maintenance Project - Motion to Approve the Resolution made by Councilperson Egger, second by Councilperson Zelinske with All Voting Aye.**

***Resolution #7.8-19***

***Resolution Awarding and Approving 2019 Pavement Maintenance Bid  
(on file)***

#### **PERSONNEL**

**Proposal from David Drown & Associates** – Mayor McKern thought it would be best to use professionals to do this and they have a pool of candidates. We will use the administrator budget

for this. **Motion to Approve the Proposal from David Drown and Associates made by Councilperson Egger, second by Councilperson Burton with All Voting Aye.**

**Interim City Administrator** – Mayor McKern read the City Ordinance that the Finance Director Shall act as City Administrator in her absence. Finance Director Zaworski met with the Personnel Committee yesterday. **Motion to Appoint Finance Director Zaworski as Interim City Administrator with pay increased to level 20, step 1, \$50.88ph made by Mayor McKern, second by Councilperson Burton with All Voting Aye.**

**Zoning Administrator Proposal** – The Personnel Committee is recommending appointing Finance Director Zaworski as Zoning Administrator and if something comes up that is more involved we can reach out to Hoisington Koepler Group for assistance. **Motion to Appoint Finance Director Zaworski as Zoning Administrator Approve the Proposal to use Hoisington Koepler as needed made by Councilperson Burton, second by Mayor McKern with All Voting Aye.**

The Mayor stated that he was informed that succession goes by grades and points and that the next in line would be the Police Chief who he has already reached out to and then the Public Works Director.

Councilperson Burton is asking for an organizational chart or a structure that outlines chain of command.

#### **ATTORNEY**

**Escrow Agreement for Prairie Willows Fourth Subdivision** – Attorney Leth stated this is for another portion of the same project. This is an escrow agreement for the second lender. The 9 patio home are financed with one bank, and the 13 townhomes are financed with another. **Motion to Approve the Escrow Agreement made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.**

**Information Regarding Sewer Service Lateral Non-compliance** – The Council wanted to know if we can we provide the names of the people who were asked to comply with sewer lateral and storm sewer violations and have not complied. City attorney stated that this would be public data.

#### **CORRESPONDENCE**

Correspondence was reviewed.

**ADJOURN 7:48PM**

**Motion to Adjourn made by Councilperson Egger, second by Councilperson Burton with all voting Aye to Adjourn.**

**ATTEST:**

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Linda Rappe, City Clerk

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Chris McKern, Mayor