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**KASSON CITY COUNCIL REGULAR MEETING MINUTES
March 27, 2019**

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 13th day of March, 2019 at 6:00 P.M.

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

THE FOLLOWING MEMBERS WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Administrator Coleman, City Clerk Rappe, City Engineer Theobald, City Attorney Melanie Leth, Library Director Art Tiff, Pat Shafer-Gottschalk, Finance Director Nancy Zaworski, Alex Malm and Tony Bigelow

PLEDGE OF ALLIEGENCE

APPROVE AGENDA

Add: E.2 Park Board - Approve Aquatic Center Employees

Remove: K.1 Personnel Policy

Motion by Councilperson Egger, second by Councilperson Burton to Approve the A mended Agenda. All Ayes.

CONSENT AGENDA

Minutes from March 13, 2019

Claims processed after the March 13, 2019 regular meeting, as audited for payment in the amount of \$360,027.18

Conferences:

Kent Berghuis	Exec Training Institute	St. Cloud, MN Apr 15-17	\$1075 + travel
Josh Hanson	Exec Training Institute	St. Cloud, MN April 15-17	\$1075 + travel
Jason Peck	FTO Basic Course	Jordan, MN April 15-17	\$295 + travel
Jason Peck	Message & Media	St. Paul, MN May 8-9	\$250 + travel
Cathy Pletta	MMBA	Alexandria, MN April 27-30	\$175 + travel
Katie Aswegan	MMBA	Alexandria, MN April 27-30	\$175 + travel
Theresa Coleman	Futurist Camp	Wautoma, WI August 19-23	\$0 + travel
Nancy Zaworski	IMA Annual Conference	San Diego, CA June 15 20	\$0 + travel

Councilperson Burton would like to remove the minutes from the consent agenda to have a correction to the motion on the Preliminary Plat of the Thompson Addition. The Council decided to re-word the Motion to include “putting a sidewalk in at the end of development or when Safe Routes to School is done in 2022, whichever occurs first”

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

VISITORS TO THE COUNCIL - None

PUBLIC FORUM - None

PUBLIC HEARING - None

COMMITTEE REPORT

MN Tax Credit Contribution Fund for Affordable Housing – This is a recommendation from the EDA to approve the Administrator’s signature on the form. **Motion to Approve made by Councilperson Egger, second by Councilperson Ferris with All Voting Aye.**

Park Board – Approve Aquatic Center Employees

Mayor McKern will abstain since he has a son on the list. Councilperson Egger stated this was recommended by the Park Board. **Motion to Approve Hiring the list of Aquatic Center Employees made by Councilperson Ferris, second by Councilperson Burton; Ayes: Burton, Egger, Ferris and Zelinske Abstain: McKern**

OLD BUSINESS

CMPAS Agreement – Administrator Coleman stated that the City Attorney’s opinion is in the packet. **Motion to Approve the Resolution made by Councilperson Burton, second by Councilperson Zelinske with All Voting Aye.**

Resolution #3.7-19

***Resolution Authorizing the Execution of A Wholesale Power Agreement
(on file)***

NEW BUSINESS

MAYOR’S REPORT

National Library Week Proclamation - Mayor McKern read a Proclamation for the Library. Councilperson Ferris had a comment from the School Board meeting, Nathan MacNamara received a Komet Koin, he read 1000 books before the age of 4 years old. Without a public library that family would have had to have spent between \$8,000 and \$18,000 to purchase books in order to achieve this.

City Update

Ryan DeCook, Dodge County Assessor, sent an email to Council members regarding property tax valuations. The County has given us forewarning of higher tax valuations. Levy increase was 6.12%. The Assessor’s direct number is 507-635-6243 and the open book meeting is April 11 from 3-4:00 PM in the County Board Room.

The Mayor stated that the City budgeted \$64,000 for snow and ice removal and spent \$51,000.

Shopko closing – the City does not own that property and Shopko didn’t own the property. Jobs are lost and services are lost and this is a major loss for our community. The EDA will assist the property owner to our means and ability.

Emergency services and safety committee – Mayor McKern would like to have an organizational meeting with the two council members, Zelinske and Ferris, and decide how they want this committee structured. Mayor McKern is also considering using community members and the application process.

Rumor of the week – There has not been a conversation about putting a four-lane highway on 57.

ADMINISTRATORS REPORT

Dodge County Ice Arena – Administrator Coleman stated that she asked what it would cost to buy the ice time back during the fair and the fair board has come forth with a proposal.

Hire Mike Bubany for Potential Tax Abatement – A year ago the final plat for Prairie Willows 4th was approved and nothing has happened. There are some soil corrections that need to happen to build the townhomes. Administrator Coleman and EDA Coordinator Lawson had a preliminary conversation with Mike Bubany for tax abatement in the amount of \$200,000 for soil correction. This would cost \$2,500 for Mike Bubany to structure this for us. This would go to EDA on April 2 to make a recommendation to the City Council. There would be a public hearing on April 24. We have not done a tax abatement for this type of thing before and the \$2,500 could be an application fee from the developer. Mayor McKern is looking for a guarantee that if we do this the homes will be built. Administrator Coleman stated that there will be a separate agreement to make sure that the abatement is paid. **Motion to Hire Mike Bubany for Tax Abatement made by Councilperson Zelinske, second by Councilperson Egger with All Voting Aye.**

Building Permit Fees – Administrator Coleman stated that a mistake was made on the building permit fees for the \$25,001-50,000 valuation permit fee. Coleman is suggesting adjustments to lower the permits up to \$25,000.

ENGINEER’S REPORT

Street Maintenance Project – Engineer Theobald stated that he has talked with Public Works Director, Charlie Bradford about the street maintenance project. They are asking to do more mill and overlay and less chip/crack sealing; the winter was hard on the streets this year. Theobald stated that they are not asking for budget increase, however they would be reallocating \$40,000 of the sidewalk funds to street maintenance.

Library Drainage and Parking Lot – Engineer Theobald estimated the Library parking lot and drainage correction to be approximately \$40,000. The project could be done at the same time as the 2019 street projects. Mayor McKern, Administrator Coleman and Finance Director Zaworski discussed options to pay for this. Director Zaworski stated that there have been a lot of small requests that have come in and we have an outstanding balance on the 2017 street project. Theobald stated that the Library parking lot could be deferred to next year and rolled into next year’s street maintenance. Mayor McKern asked if we could do the drainage without doing the parking lot. There is time to think about this and bring it back to the next meeting. Mayor McKern asked Director Zaworski for the list of what people are requesting for and how much.

PERSONNEL

Doug Griffin Resignation as Safety Officer – **Motion to Accept the Letter of Resignation made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye.**

Manpower Agreement – Administrator Coleman stated that the City has an agreement with Manpower for an Admin Assisstsant at City Hall and she has asked them to look at the water/wastewater position. **Motion to Approve the Contract made by Councilperson Zelinske, second by Councilperson Egger with All Voting Aye.**

Todd Kispert Resignation - Motion to Regrettably Accept the Letter of Resignation of Todd Kispert made by Councilperson Burton, second by Councilperson Ferris with All Voting Aye. Mayor

McKern thanked Mr. Kispert for all of his years of service and wished him the best.

There is a personnel meeting on April 4 to discuss this position and structure.

ATTORNEY

Closed session for Litigation Strategy Update

Closed session 6:44 PM

Meeting reopened 7:16PM with the City Attorney giving the Council and update.

CORRESPONDENCE

Correspondence was reviewed

ADJOURN 7:16PM

Motion to Adjourn made by Councilperson Zelinske, second by Councilperson Egler with all voting Aye to Adjourn.

ATTEST:

Linda Rappe, City Clerk

Chris McKern, Mayor