

KASSON CITY COUNCIL REGULAR MEETING MINUTES
March 28, 2012

Pursuant to due call and notice thereof, a regular City Council meeting was held at City Hall on the 28th day of March at 6:00 p.m.

THE FOLLOWING MEMBERS WERE PRESENT: Hopkins, Marti, Nelson, Tjosaas.

THE FOLLOWING MEMBERS WERE ABSENT: Torkelson.

THE FOLLOWING WERE ALSO PRESENT: Finance Director Zaworski, Admin Assist Benfield, Community Dev Director Martin, Neil Britton, Lorraine Spading, Fred Spading, Diane O'Brien-Berge, Gary Remmele, Randy Carlsen.

Mayor Tjosaas presided over the meeting.

COUNCIL

Agenda: Motion by Nelson and second by Marti, with all voting aye, to approve the March 28, 2012 agenda with the following amendments:

Add:	H.1.	Spring Clean-Up
	H.2.	Pool Referendum
	H.3.	Work Session – April 4

Consent Agenda: Motion by Hopkins and second by Nelson to approve the March 28, 2012 consent items. Ayes: Hopkins, Marti, Nelson, Tjosaas. Nays: None.

1. **Minutes:** Approved the March 14, 2012 regular meeting minutes as submitted.
2. **Claims:** Approved all claims processed after the March 14, 2012 regular meeting, as audited for payment in the amount of \$397,312.52.
3. **Acknowledgement of Committee and Meeting Minutes:** Acknowledged the following committee/meeting minutes for:
 - a. Planning Commission - 03/12/12
4. **Conferences/Training:** Acknowledged the following employee training/conference attendance for:
 - a. J. Fitch/C. Seljan/J. Campbell MN State Fire Assn Conf 6/14-16 Alexandria
5. **Approve Refuse Hauler License:** Approved the refuse hauler license for:
 - a. Veolia Environmental Services

PUBLIC FORUM: Lorraine Spading asked permission to work on the flower beds at the Old Elementary School and was told that was OK.

COMMITTEE REPORTS

1. **Planning Commission:** Our Saviors Lutheran Church, 600 8th Avenue NW, has requested a variance to park campers/RV's on church property April through September during construction on an addition to the church. It was noted that the variance is for the length of time the trailers will be parked on the site. The Planning Commission held a public hearing on March 12, 2012 and recommends approval.

a. **Resolution Approving Granting Our Saviors Lutheran Church a Variance to Kasson City Code Section 154.049 Relating to the Amount of Time a Camper or Trailer may be Parked and Used:** Motion by Marti and second by Hopkins to adopt the resolution approving granting Our Saviors Lutheran Church a variance to Kasson City Code Section 154.049 relating to the amount of time a camper or trailer may be parked and used. Ayes: Hopkins, Marti, Nelson, Tjosaas. Nays: None.

Resolution #3.1-12

**Resolution Approving Granting Our Saviors Lutheran Church a Variance to Kasson City Code Section 154.09 Relating to the Amount of Time a Camper or Trailer may be Parked and Used
(on file)**

2. **Water and Sewers Committee**

a. **Wastewater Treatment Facility Capacity Review:** The wastewater treatment facility capacity review came to two conclusions in regard to the possibility of having Mantorville hook into our treatment plant: 1) A clarifier would need to be added to increase the Kasson's treatment plant capacity or, 2) a holding pond (equalization pond) would need to be put in. Meetings with the City of Mantorville continue with discussions on the initial buy-in cost and usage cost. It was noted that in the next few years another clarifier will need to be added just to handle the City of Kasson's growth, although that time can be pushed out if the City of Kasson addresses some of its I & I problems.

OLD BUSINESS

1. **Resolution Establishing Precincts and Polling Places:** This resolution establishes the boundaries of the voting precincts and polling places for the City of Kasson. Motion by Hopkins and second by Marti to adopt the resolution establishing precincts and polling places. Ayes: Hopkins, Marti, Nelson, Tjosaas. Nays: None.

Resolution #3.2-12

**Resolution Establishing Precincts and Polling Places
(on file)**

2. **Approve MnDOT Temporary Right to Construct & Non-Assessment Letter:** The temporary permit to construct gives MnDOT the right of entry and permit to construct ramps for ADA compliance along Hwy 57 and a portion of West Main Street. The non-assessment letter states “that the City of Kasson will not assess any property owners in the City for the installation of ADA sidewalk improvements along Highway 57 as planned by the Department of Transportation.” Motion by Nelson and second by Marti, with all voting aye, to approve the MnDOT Temporary Permit to Construct and the non-assessment letter.

NEW BUSINESS

1. **Approve MnWARN Mutual Aid Agreement:** A Water and Wastewater Agency Response Network (WARN) consists of a network of utilities assisting other utilities by responding to, and recovering from, an emergency. The program provides accessibility for a utility to have specialized, certified and knowledgeable utility personnel available to respond immediately without having to work out agreements first.
 - a. **Resolution Authorizing Governmental Unit to be a Party to Minnesota Water Agency Response Network (MnWARN):** Motion by Nelson and second by Hopkins to adopt the resolution authorizing governmental unit to be a party to Minnesota Water Agency Response Network (MnWARN). Ayes: Hopkins, Marti, Nelson, Tjosaas. Nays: None.

Resolution #3.3-12
Resolution Authorizing Governmental Unit to be a Party to Minnesota
Water Agency Response Network (MnWARN)
(on file)

MAYOR’S REPORT

1. **Spring Clean-Up:** Spring clean-up begins Monday, May 7th and continues that week until completed. It was suggested that this year no tires be picked up, due to cost and extra manpower hours. Motion by Hopkins and second by Marti not to pick up tires this spring. Ayes: Hopkins, Marti, Tjosaas. Nays: Nelson.
2. **Pool Referendum:** Mayor Tjosaas reminded everyone of the pool referendum on Tuesday, April 3rd.
3. **Work Session – April 4:** The strategic work session for council members and city staff will be held Wednesday, April 4th at 4:00 p.m. at a place to be determined.

ENGINEER’S REPORT

1. **Approve Bid for Blaine’s 12th Phase IV (11th Ave NE):** There were six bidders for the Blaine’s 12, Phase IV project. Blitz Construction was the low bidder on the base bid. There was also an alternate bid which included a City park that had not been previously discussed by the council. Neil Britton, WSN, stated there were items in the alternate bid which could be

removed and there is time to consider/discuss what items, if any, could be removed from the bid. Motion by Nelson and second by Hopkins, with all voting aye, to table approving the bid for Blaine's 12th, Phase IV.

2. **16th Street NE**: All paperwork on the 16th Street NE has been submitted to the State for review.

PERSONNEL

1. **Approve Water/Wastewater Supervisor**: City Administrator Randy Lenth and Public Works Director Burt Fjerstad interviewed Charlie Bradford for the position of Water/Wastewater Supervisor. Bradford has already been performing many of the duties for this position and is fully licensed. Motion by Marti and second by Nelson, with all voting aye, to approve the promotion of Charlie Bradford from Lead Water/Wastewater Operator to Water/Wastewater Supervisor at Grade 13, \$29.43/hour, effective March 31, 2012.
2. **Approve Summer Help**: Because of a retirement and a possible vacant full-time position due to disability, there is the need to hire additional summer help. The recommendation is to 1) approve a 1500 hour (29 hours/week) public works/park position 2) hire up to four part-time employees for the summer which is in the budget and 3) hire Jodi Benda, a 32-hour liquor store employee, to fill in as needed at 8 hours per week. Motion by Nelson and second by Marti, with all voting aye, to approve hiring four seasonal part-time employees for the summer and to hire Jodi Benda to fill in 8 hours per week, as needed. Council did not take action on the 1500 hour public works/park position. It was suggested that this would be an opportune time for the City to get by with one less position. If the possible vacant full-time position due to disability happens, the 1500 hour position could be revisited.

CORRESPONDENCE: The following correspondence was reviewed:

1. Cash and Investment Summary – February, 2012

ADJOURN: The meeting was adjourned at 6:57 p.m.

ATTEST:

Randy D. Lenth, City Administrator

Tim Tjosaas, Mayor