

WEDNESDAY, JANUARY 10, 2024 COLD SPRING CITY COUNCIL MEETING MINUTES

The meeting was called to order by Mayor Dave Heinen at 5:00 p.m. The following City Council members were found to be present: Mayor Dave Heinen and Council Members Mike Fall, Ryan Hennen, Fran Ramler, and Doug Schmitz. Absent: None. Others present: Kris Dockendorf, Jason Blum, Jon Stueve, Sam Butler, Jerry Haus, Kory Bellmont, Heidi Stalboerger, John Willenbring, Kevin Kruger and Joe Jelovnick.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO APPROVE THE AGENDA OF THE JANUARY 10, 2024 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

CONSENT AGENDA

A. Minutes – December 27, 2023 Regular Meeting

B. Appoint Finance Director Lois Lieser as a signer on CDs at the State Bank of Cold Spring

C. Appointment of election judges for the March 5, 2024 Presidential National Primary, the August 13, 2024 Primary Election, and the November 5, 2024 General Election: Kris Dockendorf, Lois Lieser, JoAnn Thelen, Cheryl Kubiak, Anita Neu, Debra Holder, Cathy Bales, Barb Fuchs, Bill Latare, Tony Pojawis, Wanda Domke, Adalaide Turkowski, Brigid Murphy, and Janet Stang; furthermore, to appoint Kris Dockendorf, Lois Lieser, and JoAnn Thelen as head election judges

MOTION WAS MADE BY SCHMITZ, SECONDED BY RAMLER, TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED 5-0.

ORDINANCE NO. 410: AN ORDINANCE CHANGING THE PLANNING COMMISSION MEMBERSHIP

MOTION WAS MADE BY RAMLER, SECONDED BY HENNEN, TO APPROVE ORDINANCE NO. 410 AMENDING THE CITY CODE BY CHANGING THE MEMBERSHIP OF THE PLANNING COMMISSION. MOTION PASSED 5-0.

APPOINT PETER NAGEL TO PLANNING COMMISSION

MOTION WAS MADE BY FALL, SECONDED BY SCHMITZ, TO ACCEPT THE RECOMMENDATION OF THE PLANNING COMMISSION AND APPOINT PETER NAGEL TO THE PLANNING COMMISSION WITH A TERM EXPIRING 12-31-2024. MOTION PASSED 5-0.

RESOLUTION NO. 2024-01 APPOINTMENTS RESOLUTION

The Council discussed the conflict for the regularly scheduled second meeting date in December, which would be on Christmas Day. The Council agreed to move that meeting to Monday, December 23, 2024.

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO APPROVE RESOLUTION NO. 2024-01, AN APPOINTMENT AND MEETING DATES RESOLUTION. MOTION PASSED 5-0.

SPARTAN FIELDS AGREEMENT

Kory Bellmont stated that the annexation of the Spartan Fields property is complete. He stated that now preliminary engineering needs to be done on the property. Dockendorf explained that Stantec would provide the preliminary engineering work, through the City, and that Spartan Fields would put \$30,000 in escrow to pay for that work. Dockendorf presented an agreement, drafted and approved by the City Attorney, stating these terms. Bellmont explained that by getting this work done now, it will keep the project moving forward so that he can better determine the balance of the project site and if a Planned Unit Development will be needed. Dockendorf added that once the project gets further a more extensive developer agreement will be presented for approval.

MOTION WAS MADE BY RAMLER, SECONDED BY SCHMITZ, TO APPROVE THE PAYMENT OF COSTS AGREEMENT WITH SPARTAN FIELDS LLC FOR PRELIMINARY ENGINEERING SERVICES TO BE DONE BY STANTEC. MOTION PASSED 5-0.

MAINTENANCE SHED DISCUSSION

Jerry Haus discussed his proposal for the construction management services for the maintenance shed project. Jerry stated his proposal of \$40,000 for construction management services along with \$8,500 fee for the architectural drawings, he stated he would cover the oversight and bidding process for the construction of the

shed. He stated that he would not be a bidder in the actual construction of project. He stated that he anticipated a timeline of two months before the project would be ready to go out for bid and that bids would likely be ready for approval in April.

MOTION WAS MADE BY HENNEN, SECONDED BY SCHMITZ, TO MOVE FORWARD WITH JERRY HAUS AS A CONSTRUCTION MANAGER FOR THE MAINTENANCE SHED PROJECT AS LAYED OUT IN THE FEES PROPOSED. MOTION PASSED 5-0.

PUBLIC WORKS DIRECTOR REPORT

A. Landon Winkelman and Bob Kilmer Employment

Stueve explained Bob Kilmer has been working up to 30 hours every two weeks, helping fill in tasks during the absence of another staff member. He stated that Landon Winkelman has also been working on Fridays and taking part in the staff trainings for the pre-treatment facility. The Council discussed their dissatisfaction on approving part-time employees retroactively and agreed to keep Kilmer on part-time only until March 1, 2024, which by then, they should be back to full staff. They agreed that it is beneficial to keep Winkleman working part-time since it's the plan that he will be working full-time in a few months, once he is finished with his college program.

MOTION WAS MADE BY SCHMITZ, SECONDED BY RAMLER, TO APPROVE THE HIRING OF LANDON WINKELMAN AS A PART-TIME PUBLIC WORKS EMPLOYEE AND BOB KILMER AS A PART-TIME PUBLIC WORKS EMPLOYEE, STARTING NOVEMBER 1, 2023 AT \$18.00 PER HOUR, FURTHERMORE WITH KILMER'S POSITION HAVING AN END DATE OF MARCH 1, 2024. MOTION PASSED 5-0.

B. Log Cabin Demolition

Stueve explained that the Park Board had recommended speaking with the family and the Stearns County Historical Society about demolishing the old log cabin at Pioneer Park. He stated that both of them were okay with it being demolished since it is rotting away.

MOTION WAS MADE BY RAMLER, SECONDED BY HENNEN, TO APPROVE THE DEMOLITION OF THE LOG CABIN AT PIONEER PARK. MOTION PASSED 5-0.

C. Hockey Rink

Stueve stated that the hockey rink will be flooded yet this week.

CITY ENGINEER REPORT

A. 2022 Brewery Sanitary Improvements Change Order No. 2

Butler explained that Change Order No. 2 covers the additional work for the force main piping on the utility bridge. He stated this change order has been discussed with the Brewery. He stated that Stantec staff will be working through a reimbursement to the City for the amount of \$25,561.02 for work done to inspect the pipe and dewatering.

MOTION WAS MADE BY FALL, SECONDED BY HENNEN, TO APPROVE CHANGE ORDER NO. 2 FOR THE 2022 BREWERY SANITARY IMPROVEMENTS PROJECT IN THE AMOUNT OF \$49,812.74. MOTION PASSED 5-0.

B. Project Updates

Butler explained that the Brewery has started to pump a portion of their wastewater to the Industrial Pretreatment Plant. Stueve added that the bugs inside the plant are getting established and so for ten weeks only a set amount of gallons can be sent through to that plant for treatment.

POLICE DEPARTMENT REPORT

A. Updates

Chief Blum presented the monthly report for December 2023.

B. Purchase of Squad Car Equipment

Chief Blum stated that he anticipates delivery of the squad cars in the next couple of months and wants to have

all the equipment on hand and ready for installation.

MOTION WAS MADE BY FALL, SECONDED BY RAMLER, TO APPROVE THE PURCHASE OF EQUIPMENT FOR TWO NEW SQUAD CARS FROM NORTH CENTRAL AT A TOTAL COST OF \$17,249.00; FURTHERMORE, TO BE PAID OUT OF POLICE DEPARTMENT CAPITAL EXPENDITURES LINE ITEM #6413. MOTION PASSED 5-0.

CITY ADMINISTRATOR REPORT

A. Personnel Contract Memorandums of Understanding

Dockendorf explained that she had been contacted by the union requesting a memorandum of understanding for the revisions to the personnel contract and that she also drafted one for the non-union employee contract too.

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO APPROVE THE MEMORANDUMS OF UNDERSTANDING WITH THE COLD SPRING MUNICIPAL EMPLOYEES AND LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL #264 REGARDING REVISIONS TO THE PERSONNEL CONTRACTS FOR EARNED SICK AND SAFE TIME. MOTION PASSED 5-0.

B. Other

Dockendorf provided an explanation of why the appraisal of the Arnie Schmitt property had been removed from the agenda. She stated the EDA had discussed that they would like to take more time to look at the property further. She stated they wanted to get the cost for appraisals on each of the three sections of property.

C. River Links 5 Easements

Dockendorf explained that the developer has requested a temporary easement for turn around purposes for River Links 5th Addition. She stated that there had been an error in the legal description and yesterday the developer got the survey back. She stated that the City Engineer is requesting a plat map showing the easement before giving their approval.

MOTION WAS MADE BY HENNEN, SECONDED RAMLER, TO ACCEPT THE TEMPORARY EASEMENTS FOR TURNAROUND PURPOSES FROM DJP PROPERTIES, INC. FOR THE RIVER LINKS 5TH ADDITION PLAT, CONTINGENT ON RECEIVING A PLAT MAP SHOWING THE EASEMENT AND MEETING THE APPROVAL OF THE CITY ENGINEER. MOTION PASSED 5-0.

D. Resolution No. 2024-02 3rd Ave SE Project

Kevin Kruger from WSB Engineering presented the plans and specifications and the cost estimate for the project which is \$569,824. Discussion on the project included starting and ending points for transitions, upcoming meetings for discussion with MnDOT and Coldspring, and the need for a master services agreement with WSB. Heidi Stalboerger and John Willenbring from Wakefield Township also discussed the cost splits and Stalboerger stated their preference for first having a Joint Powers Agreement approved before moving forward with the project, so that all cost splits for construction and engineering are clearly spelled out.

E. Discuss Fire Hall Design and Financing

Dockendorf presented estimates of the impact to the general fund operating levy for 2024, 2025 and beyond for the costs for building the Fire Hall. She provided scenarios for both the 30-year CIP Bonds and alternatively for the USDA loan, so that the Council had estimates of the impact on the tax levy. She also presented information on the current tax capacity rates and the projected 2024 rate and the rate with the financing payment included. For the 30-year CIP Bonds, on a house valued at \$300,000, there would be an increase of approximately \$300 per year. The Council discussed the estimates and were leaning towards the issuance of general obligation bonds over the USDA loan since it would be ten years shorter of a term for the loan and also discussed other funding sources that may be available such as grants, capital expenditure funds, interfund loans, and reserves. Dockendorf also discussed timelines for holding a referendum election for the project, if it's needed after the January 24th public hearing on the financing. Dockendorf stated that the next step for the Fire Hall design would be development design which has a considerable amount of expense to it. The Council agreed by general consensus to wait until after the public hearing in January before moving forward with the design development step.

F. Compensation Study

Dockendorf stated that she sent the RFP information to a total of ten firms. She stated that she received a few responses back stating they no longer provide those services, but also received a couple other firms to send it to instead.

G. Other

Councilor Fall stated that he felt that the 3rd Avenue SE project should be paid out of the reserves and that the Main Street project should also be done this year instead of delaying it.

GENERAL QUESTIONS AND COMMENTS FROM CITY COUNCIL

Councilor Fall gave an update on the recruitment of members for the Christmas Decoration Committee. The Council agreed by general consensus that there should be no more than five people on the committee.

LIST OF BILLS AND ADDITIONS

MOTION WAS MADE BY RAMLER, SECONDED BY HENNEN, TO REVIEW AND ACCEPT PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$2,236,235.65 AND SUPPLEMENTAL LIST TOTALING \$37,216.46 AS PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

ADJOURN

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO ADJOURN AT 6:40 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

David Heinen, Mayor

Kris Dockendorf, City Administrator