

TUESDAY, OCTOBER 13, 2020 COLD SPRING CITY COUNCIL MEETING MINUTES

The meeting was called to order by Acting Mayor Jayme Knapp at 6:30 p.m. The following City Council members were found to be present: Acting Mayor Jayme Knapp and Council Members Shannon Miller and Gary Theisen. Absent: Dave Heinen, Doug Schmitz. Others present: Brigid Murphy, Jason Blum, Jon Steuve, Brian Lintgen, Ryan Capelle and Angie Mueller. Also present by video/phone: Jessica Green, Chris Verda, and Jacob Reiter.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE THE AGENDA OF THE OCTOBER 13, 2020 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 3-0.

CONSENT AGENDA

A. Minutes – Special Meeting Minutes from June 22, 2020, July 16, 2020 and August 19, 2020; Regular Meeting Minutes from September 22, 2020

B. Resolution No. 2020-52, A Resolution Accepting Donations

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE THE CONSENT AGENDA. MOTION PASSED 3-0.

TAX ABATEMENT AND BUSINESS SUBSIDY AGREEMENT BETWEEN CITY OF COLD SPRING AND GOLD'N PLUMP POULTRY, LLC

Murphy explained that Stearns County had requested to participate in the City's tax abatement agreement with Gold'n Plump, she further stated that the agreement with the City will reference the resolution with Gold'n Plump. She stated that Stearns County had approved a ten-year term for the tax abatement which the Council discussed and agreed they were in favor of that length of a term too.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE THE TAX ABATEMENT AND BUSINESS SUBSIDY AGREEMENT WITH A TEN-YEAR TERM WITH AN AMOUNT NOT TO EXCEED \$272,690. MOTION PASSED 3-0.

TAX ABATEMENT RESOLUTION – PILGRIM'S PRIDE/GOLD'N PLUMP

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE RESOLUTION NO. 2020-54, A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE AND DELIVER TAX ABATEMENT AGREEMENT WITH GOLD'N PLUMP POULTRY, LLC. MOTION PASSED 3-0.

TAX ABATEMENT AGREEMENT WITH STEARNS COUNTY

Murphy stated that this agreement allows Stearns County to collect the taxes and send them to the City, which will then annually distribute the monies from the two jurisdictions to Gold'n Plump upon their request for the fees.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE ENTERING INTO AN AGREEMENT WITH STEARNS COUNTY TO PROVIDE TAX ABATEMENT TO GOLD'N PLUMP, LLC. MOTION PASSED 3-0.

FIRE AND POLICE DEPARTMENT BUILDING FUNDING OPTION

Jacob Reiter from Granite Community Bank discussed the proposal letter for financing options for the new Fire Hall and Police Department. He recommended the option for a direct finance loan through the USDA for up to 40 years with a low interest rate.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO ACCEPT THE PROPOSAL LETTER FROM JACOB REITER AT GRANITE COMMUNITY BANK FOR FINANCING OPTIONS AND AUTHORIZE THE CITY ADMINISTRATOR TO APPLY FOR USDA FUNDING FOR THE FIRE AND POLICE DEPARTMENT BUILDING. MOTION PASSED 3-0.

RECAP OF CLOSED MEETINGS AT THE SEPTEMBER 22, 2020 CITY COUNCIL MEETING

Acting Mayor Knapp stated the City Council was presented with a proposal to purchase from the EDA two lots in the Business Park. That offer was rejected, and a counteroffer of other Business Park property was approved. The City Council directed the City Administrator to present the counteroffer and the City Attorney to draft a purchase agreement based on that counteroffer.

Acting Mayor Knapp went on to explain the other part of the closed session, in which a landowner in Cold Spring presented the Council with a proposal for the City to purchase the landowner's property, that offer was rejected.

PROSECUTION CONTRACT WITH JOVANOVICH, DEGE AND ATHMANN

Murphy explained that the court has asked the City Attorney to provide documentation that they have the authority to act as the prosecuting attorney for the cities of Cold Spring and Richmond. The prosecution contract presented will serve at that documentation.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE ENTERING INTO THE PROSECUTION CONTRACT WITH JOVANOVICH, DEGE AND ATHMANN. MOTION PASSED 3-0.

PUBLIC WORKS DIRECTOR REPORT**A. Request to Repair the Door Oliver Agitator in the Digester**

Stueve stated that by repairing the agitator instead of purchasing a new one it will save approximately \$4,000.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE THE BID TO REPAIR THE DOOR OLIVER AGITATOR FROM RAPID PROCESS EQUIPMENT INC AT A COST OF \$10,066.83 AND FURTHERMORE, TO BE PAID OUT OF THE SEWER DEPARTMENT EQUIPMENT AND REPAIR BUDGET ITEM #6313. MOTION PASSED 3-0.

B. Approval of the Lawn Mower Safety Protocol

Stueve reported that safety procedures have now been established for lawn mower use whereby all employees will be trained and signed off on. The Council requested that the policy be more specific about seatbelts and roll bars for riding lawn mowers. Stueve agreed that those items would also be covered. He also discussed looking into additional sessions with the MMUA safety coordinator for training on topics that are more relevant for day to day operations.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE THE LAWN MOWER SAFETY PROTOCOL PROPOSED BY THE PUBLIC WORKS DIRECTOR, WITH THE MENTIONED ADDITIONS AND DIRECT THE PUBLIC WORKS DIRECTOR TO TRAIN ALL CURRENT USERS WITH THE PROTOCOL ON OCTOBER 14, 2020. MOTION PASSED 3-0.

C. Hydrant Flushing

Stueve stated that staff will be doing hydrant flushing on October 21st through 22nd. He also stated that leaves should not be blown into the street because they clog the storm drains.

CITY ENGINEER REPORT**A. Resolution No. 2020-53, A Resolution Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment and Call for a Hearing**

Lintgen stated that the assessment hearing for the CSAH 158/1st Street South Project is planned for November 10, 2020. He stated that the costs for the project came in less than what was estimated, therefore the assessments will be lower than originally presented.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE RESOLUTION NO. 2020-53, A RESOLUTION DECLARING COSTS TO BE ASSESSED, ORDERING PREPARATION OF THE PROPOSED ASSESSMENTS AND CALLING FOR A HEARING. MOTION PASSED 3-0.

Murphy stated that she is working on selecting an alternate physical location for the assessment hearing to be held, in order to provide space for proper social distancing. She stated she has been discussing several spaces that may be available within the Rocori School District campus.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO DIRECT THE CITY ADMINISTRATOR TO IDENTIFY A SPACE FOR THE LOCATION FOR THE ASSESSMENT HEARING FOR THE CSAH 158/1ST STREET SOUTH PROJECT. MOTION PASSED 3-0.

B. Project Updates

Lintgen stated that the vaults have been installed for Wells 8 & 9, the controls will be installed next, and then the road will be built. He stated that boring results have been received for the sanitary and water system piping and they are trying to avoid routes with high bedrock. He stated that concept design is ongoing for the wastewater pretreatment plant. And lastly, he stated that grading and sanitary sewer work will begin in Blue Heron Heights 4th Addition. He added that their goal is to build the road yet this year.

C. Approval of Water Treatment Plant Plans

Ryan Capelle from Stantec presented the plans for the water treatment plant. He discussed the timeline of the project which started years ago in the planning stages and now are on to approval of the final design. He spoke in detail of the collaboration with staff to provide input on the plant design and the customization that went into the plant to make it cutting edge in the industry. He added that final plan revisions are being made on the comments received from the review of the Department of Health and they should be ready for bidding on November 19th.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE THE WATER TREATMENT PLANT PLANS AS PRESENTED. MOTION PASSED 3-0.

D. Water Treatment Plant Amendment to the Professional Service Agreement

Lintgen explained that the amendment to the professional service agreement covers the additional design work that was not part of the original plan. Capelle added that there was additional customization and complexity that was added to further develop the features of the plant design.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE THE AMENDMENT TO THE PROFESSIONAL SERVICE AGREEMENT WITH STANTEC FOR THE WATER TREATMENT PLANT. MOTION PASSED 3-0.

POLICE DEPARTMENT REPORT**A. Monthly Report**

Chief Blum gave a report on the monthly calls for September.

B. Donation from Shady's Long Shots

Chief Blum thanked Shady's Long Shots the donation of \$533 from a fundraising event they held in September.

C. Squad Car Update

Chief Blum stated that the squad car that was ordered in January has been delivered. He stated that the equipment for the squad is slowly coming in and that over the next month or so it will be all put together.

CITY ADMINISTRATOR REPORT**A. Contract with Wendell/Five Bugles for Architectural Services**

Murphy stated that the standard contract along with an addendum with several changes is ready to be approved.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE ENTERING INTO A CONTRACT WITH WENDEL/FIVE BUGLES DESIGN FIRM FOR ARCHITECTURE SERVICES FOR THE FIRE AND POLICE BUILDING. MOTION PASSED 3-0.

B. Design and Construction Committee

Murphy suggested that members be identified for the design and construction committee. Councilor Theisen volunteered to serve on the committee and stated he also serves on the Planning Commission too. Murphy added that Councilor Schmitz had indicated his interest in serving on the committee.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPOINT COUNCILOR THEISEN AND COUNCILOR SCHMITZ TO THE CONSTRUCTION COMMITTEE TO REPRESENT THE COUNCIL; THE FIRE CHIEF AND ONE MEMBER OF THE FIRE DEPARTMENT, THE POLICE CHIEF AND ONE MEMBER OF THE POLICE DEPARTMENT, AND THE CITY ADMINISTRATOR. MOTION PASSED 3-0.

C. Request to Advertise for Planning Commission

Murphy stated that the Planning Commission has one term that will expire at the end of the year. She requested permission to advertise for the opening so that a decision can be made before January.

D. Request to Repair the Marquee Sign

Murphy stated that the marquee sign is no longer communicating with the computer in the office that is used to change the messages on the sign. She stated that an estimate had been obtained for the repairs, but the final cost should be less because likely only certain components will need to be replaced.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE THE BID FROM SCENIC SIGN COMPANY IN THE AMOUNT OF \$4,783.00 TO REPAIR THE MARQUEE SIGN AND FURTHERMORE, TO BE TAKEN OUT OF CITY HALL BUILDING AND GROUNDS LINE ITEM #6411. MOTION PASSED 3-0.

E. Update on Sale of Business Park Lot

Murphy stated that an offer had been accepted for the purchase of a lot in the Business Park. She stated that a signed purchase agreement will be discussed at the EDA meeting and a zoning application is being submitted by the applicant.

F. Canvassing Board Meeting Discussion

Murphy stated that by law the Council is required to canvass the results of the election within ten days of the election. She stated that the final vote counts may not be available from the County until after November 10th. She proposed a meeting on November 13th to canvass the election results.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE SETTING THE CANVASSING BOARD MEETING FOR NOVEMBER 13, 2020 AT 12:00 P.M. AT CITY HALL. MOTION PASSED 3-0.

G. Resolution No. 2020-55, a Resolution Allowing for Temporary Relief from Zoning Requirements for School Sites

Murphy reported that she has been contacted by the Rocori School District that they are looking for additional space to hold classes for distance and hybrid learning settings. She stated that they have requested temporary relief during the pandemic from the zoning requirements for school sites as they look at other buildings within the city for holding classes.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE RESOLUTION NO. 2020-55, A RESOLUTION ALLOWING FOR TEMPORARY RELIEF FROM ZONING REQUIREMENTS FOR SCHOOL SITES. MOTION PASSED 3-0.

LIST OF BILLS

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO REVIEW AND ACCEPT PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$623,008.87 AND SUPPLEMENTAL LIST TOTALING \$109,018.35 PRESENTED BY CITY STAFF. MOTION PASSED 3-0.

ADJOURN

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO ADJOURN AT 7:38 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 3-0.

Jayne Knapp, Acting Mayor

Brigid Murphy, City Administrator