

## **WEDNESDAY, OCTOBER 25, 2023 COLD SPRING CITY COUNCIL MEETING MINUTES**

Mayor Dave Heinen called the meeting to order at 6:30 p.m. The following 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, Jon Stueve, Tanya Schmidt, Sam Butler, Dave Wirtzfeld, Cassidy Dingmann, and Joe Jelovnick.

### **APPROVAL OF THE AGENDA**

MOTION WAS MADE BY HENNEN, SECONDED BY SCHMITZ, TO APPROVE THE AGENDA OF THE OCTOBER 25, 2023 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

### **CONSENT AGENDA**

A. Minutes – October 11, 2023 Regular Meeting

B. Approval of Consumption and Display Permit for RJS Enterprises LLC (Red Truck Ice Cream)

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

### **APPROVE DONATION OF ROCORI TRAIL TO DNR**

Dockendorf explained that each of the three cities that make up the Rocori Trail Construction Board were asked to have their respective Council's approve the donation of the trail to the MN DNR. She stated that donating the trail to the DNR has been the intent of the board and that they would then take care of the majority of the maintenance of it.

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO APPROVE OF THE ROCORI TRAIL CONSTRUCTION BOARD'S DONATION OF THE ROCORI TRAIL, IN ITS ENTIRETY, TO THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES. MOTION PASSED 5-0.

### **RESOLUTION NO. 2023-30, A RESOLUTION APPROVING A VARIANCE FOR COLD SPRING BOWLING LANES**

Dave Wirtzfeld owner of Cold Spring Bowling Lanes along with Cassidy Dingmann explained the request for a variance to replace the current roof with a steel roof with exposed fasteners. Dingmann stated the material is the same as what is currently on Winners Bar and Grumpy's Bar. Councilor Fall explained his opposition due to it going against the ordinance and his desire to maintain consistency.

MOTION WAS MADE BY RAMLER, SECONDED BY HENNEN, TO APPROVE RESOLUTION NO. 2023-30, A RESOLUTION APPROVING A VARIANCE FOR COLD SPRING BOWLING LANES TO ALLOW FOR NON-CONFORMING ROOF MATERIALS IN THE C-1 COMMERCIAL DISTRICT. ROLL CALL VOTE, AYES – RAMLER, SCHMITZ, HENNEN, AND HEINEN, NAYES – FALL. MOTION PASSED 4-1.

### **REQUEST FOR ON-STREET HANDICAPPED PARKING STALL**

Dockendorf explained the request for a handicapped parking stall on the west side 2<sup>nd</sup> Avenue North, just north of Main Street, to the east of the new KHK building which will be occupied by Hess Chiropractic. She stated the request for the on-street handicap parking was made by Hess Chiropractic due to there not being any on-site parking for the building. Councilor Fall and Hennen explained that the Planning Commission had discussed the request and were recommending a different location for the handicap parking space. They felt that the handicap parking space on the south side of Main Street, in front of Winners Bar, was rarely used for that purpose and that it should be eliminated, and instead a parking space on the north side of Main Street should be designated as handicapped parking. The newly created handicap space could then be utilized by either Hess Chiropractic customers or Winners Bar customers. Mayor Heinen stated that he knows of two regular customers that are disabled and use the existing handicap parking space on the south side of Main Street to access Winners Bar.

MOTION WAS MADE BY FALL, SECONDED BY HENNEN, TO APPROVE A HANDICAP PARKING SPACE ON THE NORTH SIDE OF MAIN STREET, IN FRONT OF THE KHK BUILDING, AND ELIMINATE THE EXISTING HANDI CAP PARKING SPACE ON THE SOUTH SIDE OF MAIN STREET IN FRONT OF WINNERS BAR. ROLL CALL VOTE, AYES – RAMLER, SCHMITZ, FALL, HENNEN, NAYES – HEINEN. MOTION PASSED 4-1.

### **WATER/WASTEWATER JOB DESCRIPTIONS**

Dockendorf explained that both the Public Works Director and Water/Wastewater Supervisor positions have had some major changes in recent months with the additional of the water treatment plant and the upcoming wastewater pretreatment plant. Jon Stueve and Tanya Schmidt explained the proposed job descriptions reflect their current

duties which have increased responsibilities with the additional systems which can take away time from their other duties. They also discussed the need for revision to the job description for the position that Matt Achman is in due to him performing a water/wastewater lead responsibilities. Councilor Schmitz inquired if the job description changes automatically triggers and increase in pay, and Dockendorf explained that it did not but that compensation was also being proposed for discussion.

**MOTION WAS MADE BY HENNEN, SECONDED BY RAMLER, TO ADOPT THE REVISED JOB DESCRIPTIONS FOR THE PUBLIC WORKS DIRECTOR AND SUPERVISOR OF WATER & WASTEWATER. MOTION PASSED 5-0.**

### **WATER/WASTEWATER EMPLOYEE COMPENSATION**

Dockendorf explained the operations and the equipment in the new systems for the water treatment plant and wastewater pretreatment plant are complicated and require a higher level of knowledge to operate, trouble shoot and maintain. She stated that the employees have researched the wages of area cities that have systems comparable to the City's, but there are no other cities that have the exact same facilities. She stated that the goal would be to keep the staff we have by staying competitive with their wages for comparable jobs. Stueve and Schmidt explained the pay rate survey information and noted the large gaps in wages, even when taking an average of the other cities wages. Councilor Schmitz expressed concern with the timing of this being brought up after the employee contracts and budgets have been approved. Dockendorf explained that the increases to the water and sewer rates would be a source for the additional compensation for wages. Further discussion included the uniqueness of the city systems, and the need to compensate employees to retain them.

**MOTION WAS MADE BY FALL, SECONDED BY HENNEN, TO TABLE THE DISCUSSION ON THE WATER/WASTEWATER EMPLOYEE COMPENSATION UNTIL THE NOVEMBER 22, 2023 COUNCIL MEETING. MOTION PASSED 5-0.**

### **PUBLIC WORKS DIRECTOR REPORT**

#### **A. Updates**

Stueve stated that he hopes to have some updated figures from Jerry Haus for the cost of a pole shed style building for the new maintenance shop. He added that an infiltration system basin is in need of repair and that he will be getting quotes for it at the next meeting.

### **CITY ENGINEER REPORT**

#### **A. St. Boniface Assessment for Water & Sewer Services**

City Engineer Sam Butler explained that during the course of construction it was discovered that the water and sewer service needed to be replaced for St. Boniface at 1<sup>st</sup> Street North and 5<sup>th</sup> Avenue North. Since this work was not part of the original project it cannot be put on the assessment roll for the project improvements and instead needs to be approved by petition.

**MOTION WAS MADE BY SCHMITZ, SECONDED BY RAMLER, TO APPROVE THE PETITION AND WAIVER AGREEMENT WITH ST. BONIFACE CHURCH FOR AN ASSESSMENT FOR WATER AND SEWER SERVICE LINES TO THEIR PROPERTY AT 501 MAIN ST; FURTHERMORE, TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO SIGN SAID AGREEMENT ON BEHALF OF THE CITY. MOTION PASSED 5-0.**

#### **B. Granite Removal Costs for 2023 Improvements Project**

Butler explained that the final assessment amounts were sent to the property owners along with the assessment hearing notice. He stated that the assessments amounts that were sent included the granite removal costs as previously discussed. He stated that he also ran the assessments with the granite removal not included in the assessable costs, since the removal costs were a variable that was unknown at the beginning of the project. He stated that the cost amount would be \$56,000 more to the total city expense if the granite removal costs were not included in the assessment to the individual property owners. He added that on the Main Street project the granite removal was not included in the individual property owners assessment.

**MOTION WAS MADE BY FALL, SECONDED BY HENNEN, TO APPROVE TAKING OFF THE GRANITE REMOVAL COSTS FROM THE ASSESSABLE COSTS FOR THE 2023 IMPROVEMENTS PROJECT. MOTION PASSED 5-0.**

#### **C. Error in the Assessment Spreadsheet**

Butler stated that there was an error in the assessment spreadsheet for the 2023 Improvements Project, which was

identified only after the notices were mailed. He stated that there was 414 feet of sanitary sewer that ended up not being installed to the south of the intersection of 1<sup>st</sup> Street South and 3<sup>rd</sup> Avenue South, which impacts the lots owned by Cold Spring Co-Op, BNSF, Rocori Trail Construction Board, and the City lot for the future library. The original assessment calculation included this 414 feet of sanitary sewer, and now needs to be revised. He stated that the cost of that length equals \$9,850, which needs to be either be added back into the total assessments for the entire project, impacting the total amount of lineal feet and the assessments recalculated, or the City could just pay that portion. He further explained that for the recalculation, since the Council just approved removing the granite removal costs from the individual assessments, property owners would still see a reduction in their total assessment amount, resulting in a savings for the sanitary lineal foot in the amount of approximately \$8.00 per foot for each property owner.

**MOTION WAS MADE BY SCHMITZ, SECONDED BY FALL, TO APPROVE TO PUT THE \$9,850 ASSESSABLE AMOUNT FOR SANITARY SEWER BACK INTO THE ASSESSMENT ROLL FOR THE 2023 IMPROVEMENTS PROJECT TO BE ASSESSED TO THE INDIVIDUAL PROPERTIES AS DISCUSSED. MOTION PASSED 5-0.**

#### D. Updates

Butler stated that there are a few remaining items on the 2023 project including the railing for the bridge, planting of trees and the wear course which will be applied next year. He stated that the lift station rehabilitation project is out for bids and that the issues with the BVF tank is being worked on to keep the project moving on pace, but that the fix for it should be at no cost to the City.

### **CITY ADMINISTRATOR REPORT**

#### A. Fire Hall

Dockendorf stated that the civil design and layout for the Fire Hall is being completed by Stantec. She stated that the construction committee will be finalizing the design plans so that Wendell and Donlar can come up with a total project construction cost. She stated she is looking at a USDA loan for the costs and that Braun Intertec is continuing to move forward with the response action plan.

#### B. Library

Dockendorf explained that the meeting with the Friends of the Cold Spring Library went well and they would like to have a representative on the fundraising and construction committee.

#### C. Other

Dockendorf stated that the Senate Bonding Committee will be coming to Cold Spring in a couple weeks to look at the project.

#### C. Schedule Special Council Meeting with Townships

Dockendorf explained that a special meeting is needed to discuss with the townships the proposed 2024 budget.

**MOTION WAS MADE BY HENNEN, SECONDED BY RAMLER, TO SCHEDULE A SPECIAL CITY COUNCIL MEETING FOR OCTOBER 26, 2023 AT 6:30 P.M. IN THE COLD SPRING FIRE HALL MEETING ROOM, TO HOLD THE ANNUAL MEETING WITH WAKEFIELD, COLLEGEVILLE AND LUXEMBURG TOWNSHIPS. MOTION PASSED 5-0.**

### **COMMISSION UPDATES**

#### A. Planning Commission

Councilor Hennen stated that they discussed the variance for Cold Spring Bowling Lanes and the request for an on street handicapped parking space for Hess Chiropractic's new building. He stated that they met with Fred Kasianov about his concept plan for north of Maple Ridge and requirements for approval of a preliminary plat.

#### B. EDA

Councilor Ramler and Schmitz stated that they discussed the Main Street grants and the need for more Business Park land. They stated that construction is underway for the Merry Moose Childcare Center in the Cold Spring Business Park.

**C. Park Board**

Mayor Heinen stated that they will be meeting in November.

**D. Rocori Trail**

Councilor Schmitz stated they discussed the process for turning over the trail to the MN DNR . He stated that they discussed having a Joint Powers agreement with the DNR for the City to do additional grooming of the vegetation along the trail within the city limits, in order to keep the grass tidy. Schmitz stated that they will be getting a template from the City of Richmond since they already have that agreement in place for the Glacial Lakes Trail.

**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 \$62,495.78 AND SUPPLEMENTAL LIST TOTALING \$496,514.80 AS PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

**ADJOURN**

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO ADJOURN AT 6:13 P.M. SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

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David Heinen, Mayor

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Kris Dockendorf, City Administrator