

TUESDAY, NOVEMBER 14, 2017 COLD SPRING CITY COUNCIL MINUTES

The meeting was called to order by Mayor Dave Heinen at 6:30 p.m. The following City Council members were found to be present: Mayor Dave Heinen, and Council Members Jayme Knapp, Shannon Miller, Doug Schmitz and Gary Theisen. Absent: None. Others present: Brigid Murphy, Jon Stueve, Brian Lintgen, Tammy Paczkowski, Mitchell Mueller, Jolene Reinke, Chrissy Gaetke, Gary Stang, George Schnepf, Kris Dockendorf, Dan Weber, Heidi Stalboerger, Jeff Howe, Murray Mack and Angie Mueller.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY SCHMITZ, SECONDED BY MILLER, TO APPROVE THE AGENDA OF THE NOVEMBER 14, 2017 CITY COUNCIL MEETING. MOTION PASSED 5-0.

CONSENT AGENDA

A. Minutes – October 24, 2017

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO APPROVE THE MINUTES OF THE OCTOBER 24, 2017 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

B. Approvals for St. Boniface for 2018

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO APPROVE RESOLUTION NUMBER 2017-53, A RESOLUTION GRANTING APPROVALS FOR SAINT BONIFACE PARISH FOR THEIR WINTER FESTIVAL, BONI BALL, CASH RAFFLE, AND PARISH FESTIVAL FOR 2018. MOTION PASSED 5-0.

FIRE DEPARTMENT

A. Increase to Fire Department Relief Contribution

Fire Chief Dan Weber explained the request for an increase to the contribution to the Relief Association by \$600 which was budgeted for 2017.

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE THE INCREASE IN THE CITY'S ANNUAL CONTRIBUTION TO THE FIRE DEPARTMENT RELIEF ASSOCIATION RETIREMENT FUND FROM \$16,700 TO \$17,300, EFFECTIVE FOR THE CONTRIBUTION MADE IN 2017. MOTION PASSED 4-0. SCHMITZ ABSTAINED DUE TO BEING A MEMBER OF THE COLD SPRING FIRE DEPARTMENT.

B. Resolution No. 2017-49, a Resolution Approving Changes to the Fire Department Personnel Policy

Fire Chief Dan Weber explained that changes were made to the response time requirement for firefighters in City Code, but the Personnel Policy was not amended to reflect these changes. He also explained a proposed amendment to the age requirements. He proposed removing the age restriction of not being more than 35 years old at the first day of employment, and the mandatory retirement at the age of sixty.

Instead retirement would be required when a member is unable to successfully perform the physical requirements of the department.

MOTION WAS MADE BY SCHMITZ, SECONDED BY KNAPP, TO ADOPT RESOLUTION NUMBER 2017-49, A RESOLUTION APPROVING CHANGES TO THE FIRE DEPARTMENT PERSONNEL POLICY REGARDING THE AGE REQUIREMENT AND ELIGIBILITY OF FIREFIGHTERS. MOTION PASSED 4-0. SCHMITZ ABSTAINED DUE TO BEING A MEMBER OF THE COLD SPRING FIRE DEPARTMENT.

REALLOCATION OF SMALL CITIES ASSISTANCE GRANT

Finance Director Kris Dockendorf explained that the City will be receiving a total of \$61,696 from a small cities grant over the next two years, but that the funds can be used only for street construction or maintenance. Dockendorf presented three proposals of how to use the funds. The Council discussed the scenarios presented and indicated their support for scenario three which consisted of transferring the \$61,696 to the Main Street construction fund, which would reduce the 2018 Main Street levy by \$61,696, increase the Business Park/Blue Heron Heights debt levy by \$45,000 and use the rest of the grant money \$16,696, to reduce the overall levy to decrease the tax rate. Instead of a 2.15% increase in the tax rate it would be an increase of 1.02%.

MOTION WAS MADE BY THEISEN, SECONDED BY SCHMITZ, TO ENDORSE THE SCENARIO #3 AS PRESENTED FOR THE SMALL CITIES ASSISTANCE GRANT FUNDING TO RESULT IN A REDUCTION OF THE TAX RATE BY 1.02%. MOTION PASSED 5-0.

PRESENTATION OF 2017 UTILITY RATE STUDY

Dockendorf presented the 2017 Utility Rate Study that was compiled. She stated that the study proposes an increase to the industrial sewer rate in 2018 and an increase to the water rate in 2019. Councilor Schmitz stated he would like to see more frequent smaller rate increases, instead of fewer, large increases.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO ENDORSE THE 2017 UTILITY RATE STUDY AS PRESENTED. MOTION PASSED 5-0.

RESOLUTION NO. 2017-50, A RESOLUTION DESIGNATING THE ANNUAL POLLING PLACE

Murphy explained that each year the City is required to designate a polling place for each election precinct. The resolution designates Cold Spring City Hall as the polling place for the 2018 election.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE RESOLUTION NUMBER 2017-50, A RESOLUTION DESIGNATING THE ANNUAL POLLING PLACE. MOTION PASSED 5-0.

MNX APARTMENT DEVELOPMENT UPDATE AND ASSISTANCE REQUEST

Gary Stang from MNX Properties explained the financial situation for the proposed apartment complex. He stated that their goal is to get the per unit cost of an apartment to \$135,000 to get their financing and be able to keep the rent at a realistic rate that can be supported by tenants. He requested that the City waive the water and sewer connection charges for the project which would equal \$248,500 and would be enough assistance to make the project work as proposed. The Council agreed that there is a need for this type of project and that the City would be better off working with the developer than for the property to remain empty, especially considering the many challenges of the property.

MOTION WAS MADE BY KNAPP, SECONDED BY THEISEN, TO APPROVE WAIVING THE WATER AND SEWER CONNECTION CHARGES FOR THE MNX PROPERTIES APARTMENT DEVELOPMENT AT AN AMOUNT OF \$248,500. MOTION PASSED 5-0.

POLICE DEPARTMENT REPORT

A. Part-Time Employee Hiring Update and Request to Hire Mitchell Mueller

Police Chief Jason Blum explained that the background check has been completed on Mitchell Mueller. Chief Blum stated he would like to wait until spring to look at hiring another part-time police officer.

MOTION WAS MADE BY SCHMITZ, SECONDED BY THEISEN, TO APPROVE THE HIRING OF MITCHELL MUELLER AS A PART-TIME PATROL OFFICER AT A RATE OF \$19.25 PER HOUR. MOTION PASSED 5-0.

B. Request to Post Internally for the K9 Handler Position

Chief Blum stated that he would like to post the K9 Handler position internally for all the full-time police officers to submit a letter of interest for the position. He stated that if more than one letter of interest is submitted a selection process will be done.

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO APPROVE THE INTERNAL POSTING OF THE K9 HANDLER POSITION. MOTION PASSED 5-0.

C. Update on the Investigator Position

Chief Blum explained that two officers had submitted their interest in the Investigator position. He stated that Officer Jamie Revermann had been selected to fill the Investigator position.

D. Ceremony for Placement of an In Memory Sign Created by Stearns County for Fallen Officers

Chief Blum explained that a Memorial Sign will be installed along 2nd Avenue South, just south of Main Street, to honor fallen Officer Tommy Decker. He stated a brief public ceremony will be held on November 29, 2017 at 3:30 pm, for the sign installation.

PUBLIC WORKS DIRECTOR REPORT

A. Salt Purchase

Public Works Director Jon Stueve stated that the price per ton for salt has gone down.

MOTION WAS MADE BY SCHMITZ, SECONDED BY KNAPP, TO APPROVE THE PURCHASE OF \$12,000 OF ROAD SALT AND FURTHERMORE, TO BE PAID FROM THE STREETS DEPARTMENT BUDGET LINE ITEM 6315. MOTION PASSED 5-0.

B. Parking Restrictions on 5th Avenue North, between 2nd and 4th Street North

Stueve explained the request to limit parking on the west side of 5th Avenue North, between 2nd and 4th Street North due to issues with the semi-trucks accessing the loading bays at the production facility. He stated that if cars are parked on the street it makes it unsafe and difficult for the trucks to back in. He proposed posting the area as 15 minute parking only. He stated that way if a resident or personnel does need to park for a short period of time to unload or open truck doors that they can do so without being in violation of the parking restrictions.

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO APPROVE THE PARKING RESTRICTION OF FIFTEEN MINUTE PARKING ON THE WEST SIDE OF FIFTH AVENUE NORTH, BETWEEN SECOND STREET NORTH AND FOURTH STREET NORTH. MOTION PASSED 5-0.

C. Truck Route

Stueve explained he has been in contact with the MnDOT sign engineer to discuss signage to keep trucks off of Main Street. He explained the challenges of posting a no truck route to discourage trucks from traveling on Main Street instead of Highway 23.

D. Pump and Well Update

Stueve explained that the Minnesota Department of Health has approved the site inspection for the new well field and that final approval is still needed before drilling can start.

CITY ENGINEER REPORT

A. Main Street Update

Lintgen explained that the fence supplier will be coordinating a delivery date for the fence with Kraemer Trucking and Excavating. He stated that the fence can be installed in cold weather.

B. North Pointe Plat 5 Update

Lintgen explained that the project design is continuing after meeting with the developer. He reminded the Council that the developer will be bidding out the project.

CITY ADMINISTRATOR REPORT

A. Resolution No. 2017-51, a Resolution Approving Changes to the City of Cold Spring Employee Personnel Manual

Murphy stated that the language approved in the employee contracts regarding the creation of Health Care Savings Plans should also be included in the Personnel Manual.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE RESOLUTION NUMBER 2017-51, A RESOLUTION APPROVING CHANGES TO THE CITY OF COLD SPRING PERSONNEL POLICY REGARDING INSURANCE. MOTION PASSED 5-0.

B. Request Permission to Advertise Openings on Planning Commission, EDA, and Park Board

Murphy stated that positions on the various boards will expire at the end of the year. She stated that she would like to advertise for the openings now so that applications can be submitted and interviews can be conducted before the end of the year.

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE ADVERTISING THE OPEN POSITIONS ON EDA, PLANNING COMMISSION AND PARK BOARD. MOTION PASSED 5-0.

C. Park Name for Splash Pad Park Area

Murphy stated that the foundation that is seeking donations for the Splash Pad had publicized the name of Alexander Park for the location of Splash Pad. She stated that there has been no formal approval of that name from the City Council.

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO APPROVE THE NAME OF ALEXANDER PARK FOR THE PROPERTY PURCHASED FOR THE SPLASH PAD LOCATION.

D. Purchase Offer from Safeguard Security for Property in the Business Park

Murphy stated that the EDA had discussed the sale of a lot in the Business Park to Safeguard Security for a new building for their business. The lot is located just south of the Total Lawn Care property.

MOTION WAS MADE BY SCHMITZ, SECONDED BY KNAPP, TO ACCEPT THE RECOMMENDATION OF THE EDA FOR THE SALE OF LOT 4, BLOCK 3 IN THE COLD SPRING BUSINESS PARK TO SAFEGUARD SECURITIES AT A PURCHASE PRICE OF \$0.85 PER SQUARE FOOT AND TO DIRECT THE CITY ATTORNEY TO PREPARE THE PURCHASE AGREEMENT. MOTION PASSED 5-0.

LIST OF BILLS AND ADDITIONS

MOTION WAS MADE BY KNAPP, SECONDED BY THEISEN, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$319,334.69 AND SUPPLEMENTAL LIST TOTALING \$178,393.67 PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

WORKSHOP SESSION

A. Review of Space Study

Murray Mack from HMA Architects was present to answer questions the Council had on review of the Space Study. The Council discussed various aspects of the study including the price of remodeling and new construction, moving different departments out of the current space, lack of parking spaces at the current building site and expansion restrictions. They also discussed the possibility of revisiting leasing a space at the Rocori District Education Facility for the library. At the conclusion of the discussion it was determined that the Council’s next steps would be to host several open houses to obtain feedback from the public and would then use that feedback going forward to make future plans.

B. Joint Powers Committee Update

Mayor Heinen explained that during the Joint Powers Committee meeting discussions the townships have been in strong favor of a Joint Powers Agreement, whereas the Council has been more in favor of an advisory board or service agreement for fire service. The Council was asked to further consider what direction they would like to move forward in and make a decision at the next Council meeting.

ADJOURN

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO ADJOURN AT 8:59 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

Dave Heinen, Mayor

Brigid Murphy, City Administrator