

WEDNESDAY, NOVEMBER 22, 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, Jason Blum, Sam Butler, Alexandria Anderson and Joe Jelovnick.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY HENNEN, SECONDED BY SCHMITZ, TO APPROVE THE AGENDA OF THE NOVEMBER 22, 2023 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

CONSENT AGENDA

A. Minutes – September 7, 2023 Special Meeting and November 8, 2023 Regular Meeting

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

APPOINTMENT TO EDA

MOTION WAS MADE BY RAMLER, SECONDED BY HENNEN, TO APPROVE THE APPOINTMENT OF VICKY FALL TO THE ECONOMIC DEVELOPMENT AUTHORITY WITH A TERM EXPIRING DECEMBER 31, 2029. ROLL CALL VOTE, AYES – HEINEN, HENNEN, RAMLER AND SCHMITZ, NAYES – NONE. COUNCILOR FALL ABSTAINED DUE TO BEING THE SPOUSE OF VICKY FALL.

APPOINTMENT TO PARK BOARD

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO APPROVE THE APPOINTMENT OF ALEXANDRIA ANDERSON TO THE PARK BOARD WITH A TERM EXPIRING DECEMBER 31, 2027. MOTION PASSED 5-0.

RICHMOND POLICE CONTRACT

Chief Blum explained that the City of Richmond had approved the contract for a one-year term with little discussion. He stated that there were some small verbiage changes to the contract to clean things up.

MOTION WAS MADE BY FALL, SECONDED BY SCHMITZ, TO APPROVE THE CONTRACT WITH THE CITY OF RICHMOND FOR POLICE SERVICES FOR 2024 AND TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO SIGN THE CONTRACT ON BEHALF OF THE CITY OF COLD SPRING. MOTION PASSED 5-0.

WATER/WASTEWATER LEAD OPERATOR JOB DESCRIPTION

Stueve explained the lead operator duties include being available for the operators to contact with questions and assisting the water/wastewater supervisor. The Council discussed the various operator licenses for water and wastewater operators and the uniqueness of the operating systems in Cold Spring. Several members were frustrated that these job description changes and compensation weren't discussed before the budget was set for 2024.

Discussion then led into the previous Class and Compensation Study that the City had done and their disappointment in the end result of the study, which they felt did not provide an "apples to apples" comparison and that the entire benefits package should also be taken into consideration for compensation, not just hourly wage amounts.

MOTION WAS MADE BY HENNEN, SECONDED BY RAMLER, TO ADOPT THE JOB DESCRIPTION FOR THE NEW WATER DEPARTMENT LEAD POSITION. MOTION PASSED 5-0.

COMPENSATION FOR WATER/WASTEWATER EMPLOYEES

Stueve explained his recommendation for the increased compensation for the Public Works Director and Water/Wastewater Supervisor positions, to be the average wage of the comparisons that were presented at the last meeting, which were the amount of \$46.05 for the supervisor, and \$54.60 for the director. He stated that he was recommending the Water/Wastewater Lead Operator also receive an increase in compensation, to be placed at the top step of Group 9 at \$36.96 per hour. The Council discussed that another department head was also requesting additional compensation. After further discussion of timing and of the previous wage compensation study, it was decided that another independent wage and classification study should be completed sooner than later and that a workshop meeting would be appropriate to discuss options for getting that study ordered. The Council discussed whether the League of MN Cities offers that service or if requests for proposals would be sought for it.

MOTION WAS MADE BY HENNEN, SECONDED BY SCHMITZ, TO HOLD A WORKSHOP MEETING ON WEDNESDAY, DECEMBER 6, 2023 AT 6:00 P.M. TO DISCUSS A WAGE STUDY. MOTION PASSED 5-0.

PUBLIC WORKS DIRECTOR REPORT

A. Request to Hire Part-Time Plow Truck Driver

MOTION WAS MADE BY RAMLER, SECONDED BY HENNEN, TO APPROVE THE HIRING OF REGGIE FRALEY AS A PLOW TRUCK DRIVER FOR 2023-2024 WINTER AT A PAY RATE OF GROUP 4, STEP 0 OF THE PAY SCALE. MOTION PASSED 5-0.

B. Approve Building Style of Maintenance Shop

Stueve explained the price quote that he received from Jerry Haus of \$715,000 for a pole style shop and provided the specs for the bid. He went on to explain the total cost estimates for each of the three styles, pole barn style through Jerry Haus Construction - \$1,097,000, Morton Building - \$1,182,000 and Wells Concrete - \$1,333,000. He also discussed the proposal provided by Stantec for architectural and engineering design, bidding and construction phase services and their proposed project schedule.

MOTION WAS MADE BY RAMLER, SECONDED BY SCHMITZ, TO PUT THE NEW MAINTENANCE SHOP ON HOLD FOR ONE TO TWO YEARS DUE TO ISSUES WITH OTHER BUILDING PROECTS. ROLL CALL VOTE, AYES – RAMLER, NAYES – HEINEN, HENNEN, FALL AND SCHMITZ. MOTION FAILED 1-4.

The discussion then led to the timeline for the wastewater pre-treatment project and how the City of Rockville’s anticipated flow contributions will impact the final project design for it. Stueve explained that in less than a year construction will begin on the pre-treatment project and the current maintenance shop needs to be gone during that first year of construction. Dockendorf stated that the funds for the shop will be paid from the sewer fund. After further discussion on the types of buildings and costs, and the desire to keep the work local, the Council agreed that a pole style building was the type they wanted to move forward on.

MOTION WAS MADE BY FALL, SECONDED BY HENNEN, TO APPROVE A STEEL BUILDING FOR THE NEW MAINTENANCE SHOP. ROLL CALL VOTE, AYES – HEINEN, HENNEN, FALL, NAYES- RAMLER AND SCHMITZ. MOTION PASSED 3-2.

MOTION WAS MADE BY FALL, SECONDED BY HENNEN, TO DIRECT STANTEC TO PROVIDE A PROPOSAL FOR THE COLD SPRING MAINTENANCE BUILDING DESIGN, BIDDING AND PROJECT OVERSITE. ROLL CALL VOTE, AYES – HEINEN, HENNEN, FALL AND SCHMITZ, NAYES – RAMLER. MOTION PASSED 4-1.

CITY ENGINEER REPORT

A. Project Updates

City Engineer Sam Butler explained there will be a change order coming for the Brewery Sanitary Improvements project. He stated that the contracts for the Lift Station project have been reviewed and signed. He stated there are still long lead times for electrical items for spring construction. Lastly, he added that shop drawings are being worked on for the railings for the 2023 Reconstruction Project along with a few punch list items to be completed.

POLICE DEPARTMENT REPORT

A. Updates

Chief Blum presented the monthly report on calls for service during October.

B. Prosecution Services

Chief Blum explained that he had received proposals for city prosecution services from both the Stearns County Attorney’s Office and the St. Cloud City Attorney’s Office. He stated that the proposal from St. Cloud is \$4,500 more, but it also provides prosecution for city ordinance violations, whereas Stearns County’s did not, and would then have to be done through the City’s civil attorney, which could end up costing more than \$4,500. He stated he was recommending contracting with the City of St. Cloud Attorney’s Office.

MOTION WAS MADE BY FALL, SECONDED BY SCHMITZ, TO APPROVE CONTRACTING WITH THE ST. CLOUD CITY ATTORNEY’S OFFICE FOR CRIMINAL PROSECUTION SERVICES FOR 2024 IN THE AMOUNT OF \$43,000. MOTION PASSED 5-0.

C. Other

Chief Blum stated that he received the VIN numbers for the two squad cars that were ordered in 2022. He stated that some department's orders had been cancelled. He stated that production of the squads should begin the following week and that it will take 16-18 weeks before they are completed.

CITY ADMINISTRATOR REPORT

A. Library Lot Assessment

Dockendorf explained that the future lot for the library received an assessment from the 2023 Improvements project. She proposed paying the assessment from the Future Capital Improvements Fund which has a current balance of \$527,351.

MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO PAY THE ASSESSMENT FOR THE 2023 IMPROVEMENTS PROJECT FOR CITY-OWNED PARCEL NO. 48.29738.0000, THE SITE OF THE FUTURE LIBRARY, IN THE AMOUNT OF \$47,790.13 OUT OF FUND 33 FUTURE CAPITAL IMPROVEMENTS.

MOTION PASSED 5-0.

B. Parking Lot Assessment

Dockendorf explained that another lot owned by the City, which is a parking lot to the south of Winners Bar property, was also on the 2023 Improvements Project. She proposed also paying that assessment from the Capital Improvements Project.

MOTION WAS MADE BY HENNEN, SECONDED BY RAMLER, TO PAY THE ASSESSMENTS FOR THE 2023 IMPROVEMENT PROJECT FOR CITY-OWNED PARCEL NO. 48.29861.0000, A PARKING LOT, IN THE AMOUNT OF \$22,475.36 OUT OF FUND 39 PARKING IMPROVEMENT FUND. MOTION PASSED 5-

0.

C. Conflict of Interest Policy

Dockendorf explained that a conflict of interest policy is required as a piece of the USDA loan application for the new Fire Hall Project.

MOTION WAS MADE BY SCHMITZ, SECONDED BY FALL, TO APPROVE THE CONFLICT OF INTEREST POLICY DATED NOVEMBER 22, 2023. MOTION PASSED 5-0.

D. Survey of Schmitt Property

Dockendorf explained that the EDA has been looking for additional land to expand the Cold Spring Business Park since all the lots in it have been sold. EDA member Jim Kraemer had approached Arnie Schmitt about selling a portion of his property north of the Business Park. Dockendorf stated that the first step in the process would be getting a survey completed of the land to determine the amount of land there is and where the property lines are located.

MOTION WAS MADE BY RAMLER, SECONDED BY SCHMITZ, TO APPROVE HIRING O'MALLEY & KRON TO SURVEY PARCEL 36.23617.0010, AND ALSO PERFORM BASIC TITLE WORK AT AN ESTIMATED COST OF \$1,500. MOTION PASSED 5-0.

E. Stearns County Trail Petition

Dockendorf presented a trail petition that a resident in Meier Grove had initiated, supporting the creation of a Stearns County Trail. She stated it will take at least five years before all the inter connections would be made but when finished it would create three loops of trails throughout the County.

MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO APPROVE PARTICIPATING IN THE PETITION FOR THE CREATION OF A STEARNS COUNTY TRAIL, AND AUTHORIZING THE MAYOR TO SIGN THE PETITION ON BEHALF OF THE CITY. MOTION PASSED 5-0.

F. Discuss Earned Sick & Safe Time Policy

Dockendorf stated that the State enacted an Earned Sick and Safe Time program for employees who work at least 80 hours a year and all employers have to participate in it starting in January of 2024. She stated she is finalizing the City's policy on it, and needs direction on which method of accrual should be used. She stated that one hour of Earned Sick and Safe Time is provided for every 30 hours worked, but it is capped at 48 hours a year. The first method of accrual would be to provide one hour for every 30 hours worked up to the cap. The second method would be to front load 48 hours at the beginning of the year for every employee and pay out unused hours at the end of the

year. The third method would be to front load 80 hours for every employee at the beginning of the year with no pay out at the end. She stated she recommended the first method.

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO APPROVE GOING WITH OPTION ONE, TO PROVIDE ONE HOUR OF EARNED SICK AND SAFE TIME FOR EVERY 30 HOURS WORKED, UP TO 48 HOURS. MOTION PASSED 5-0.

G. Other

Dockendorf stated that the fee schedule for 2024 will be discussed at the next meeting. She stated that the tobacco license fee had been brought up at budget time, and since then staff had surveyed other area cities fees for it. The Council discussed the fee comparisons and indicated they would be comfortable raising the current tobacco fee of \$75 to \$150.

COMMISSION UPDATES

A. Planning Commission

Councilor Hennen stated the Planning Commission had discussed the KHK building paving the area north of their building. He stated that the paving was not part of the original plan for the site and due to a loop hole there is no permit process for it after the fact, and it is not subject to the parking ordinance. He stated that the developer stated that it's not considered parking and that it was done to improve the look of the property. Councilor Hennen stated they also discussed residential setbacks for the Riverfront District and anticipate a future ordinance amendment on it.

B. EDA

Councilor Ramler stated that they discussed the appointment of the member with the term starting in 2024, Main Street updates and the Arnie Schmitt property.

C. Park Board

Mayor Heinen stated they appointed Alexandria Anderson to the Park Board for a term starting in 2024. He stated they discussed a mountain bike trail in the River Links development on land that is dedicated for park land, and that there is a group of volunteers that are willing to help with the trail work. He stated that an update will be coming from the FFA group that did volunteer work at Lookout Park this summer.

D. Rocori Trail Board

Councilor Schmitz stated that the meeting was routine and that they may now move to quarterly meetings since there is less business to address than usual.

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 \$248,523.12 AND SUPPLEMENTAL LIST TOTALING \$29,445.05 AS PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

ADJOURN

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO ADJOURN AT 6:48 P.M. SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

David Heinen, Mayor

Kris Dockendorf, City Administrator