

TUESDAY, DECEMBER 12, 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 and Gary Theisen. Absent: Doug Schmitz. Others present: Brigid Murphy, Jon Stueve, Brian Lintgen, Tammy Paczkowski, Kris Dockendorf, Heidi Stalboerger, Mark Stalboerger, Scott Bender, Egidie Scherr, Jason Blum, Jason Spoden, Kailen Knapp and Angie Mueller.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO APPROVE THE AGENDA OF THE DECEMBER 12, 2017 CITY COUNCIL MEETING. MOTION PASSED 4-0.

CONSENT AGENDA

A. Minutes – November 14, 2017 Amended Minutes

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE THE AMENDED MINUTES OF THE NOVEMBER 14, 2017 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 4-0.

B. 2017 Budget Amendments

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE THE AMENDMENTS TO THE REVENUE AND EXPENDITURE BUDGETS AS STATED IN THE STAFF MEMO ENTITLED “2017 BUDGET AMENDMENTS” DATED DECEMBER 12, 2017. MOTION PASSED 4-0.

C. Minutes – November 28, 2017

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE THE MINUTES OF THE NOVEMBER 28, 2017 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 4-0.

TRUTH IN TAXATION MEETING FOR 2018 BUDGET AND LEVY

A. Review of the Proposed 2018 Budget and Levy

Finance Director Kris Dockendorf gave a review of the proposed 2018 Budget and Levy. She explained that the only change from the preliminary levy, that was adopted in September to the final levy being presented, was the reduction of the levy rate to a 1.02% increase due to the reallocation of small cities assistance funds.

B. Public Comments

Egidie Scherr inquired about the increase of the tax levy and it was explained that the increase was due to the Main Street construction project.

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO APPROVE RESOLUTION NO. 2017-57, A RESOLUTION ADOPTING THE FINAL 2018 COLLECTIBLE TAX LEVY, ALONG WITH THE FINAL GENERAL FUND, WATER, SEWER, EDA AND STORM WATER BUDGETS FOR 2018. MOTION PASSED 4-0.

YEAR END GENERAL FUND BUDGET PROJECTS

Dockendorf explained that there will be an estimated \$206,000 surplus and that it will go into the undesignated reserves fund within the general fund.

APPROVE ORDINANCE NO. 360 TO AMEND THE INDUSTRIAL USER SEWER RATE FOR 2018

Dockendorf explained that the Utility Rate Study that was presented and adopted, proposes an increase to the industrial user sewer rate. She added that the rate increase needs to be approved by an ordinance. She added that a mid-year water rate increase may be proposed sometime in 2018 once a plan is in place for the construction of a water treatment plant.

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE ORDINANCE NO. 360, AMENDING THE CITY CODE OF COLD SPRING BY ADJUSTING THE INDUSTRIAL USER SEWER RATE. MOTION PASSED 4-0.

SUBORDINATION AND ESTOPPEL AGREEMENT WITH COLD SPRING BREWING COMPANY

Scott Bender from Cold Spring Brewing Company explained that the agreement presented is between the Brewery, the City and the Brewery’s bank. Murphy stated that the Brewery’s bank had requested an agreement to be filed that says that the City’s development agreement is subordinate to their mortgage and any default would be processed through the banks default notice rules.

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE ENTERING INTO THE SUBORDINATION AND ESTOPPEL AGREEMENT WITH COLD SPRING BREWING COMPANY.

MOTION PASSED 4-0.

POLICE DEPARTMENT REPORT

A. Approval for Four Hour a Week Pay Rate for Jason Spoden Starting January 4, 2018

Chief Blum explained that the new canine is scheduled to be delivered January 4th. He requested approval of the four hour a week canine pay starting on January 4, 2018 for Jason Spoden who will be the handler for the new canine. Chief Blum stated that the duos training will begin on February 1st to allow time for the dog and officer to bond beforehand.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE THE ADDITIONAL COMPENSATION OF FOUR HOURS A WEEK FOR JASON SPODEN AS A CANINE OFFICER STARTING JANUARY 4, 2018. MOTION PASSED 4-0.

PUBLIC WORKS DIRECTOR REPORT

A. Pioneer Park Warming House Attendant Hiring

Stueve explained that he would like to re-hire two warming house attendants that worked at the warming house last year.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE THE HIRING OF KAILEN KNAPP AS PART-TIME SEASONAL WARMING HOUSE ATTENDANT EMPLOYEE AT AN HOURLY WAGE OF \$9.50 AN HOUR AND APPROVE THE HIRING OF JONATHON WARD AS A PART-TIME SEASONAL WARMING HOUSE ATTENDANT EMPLOYEE AT \$9.50 AN HOUR.

MOTION PASSED 3-0. A ROLL CALL VOTE WAS CONDUCTED WITH HEINEN, MILLER AND THEISEN VOTING IN FAVOR AND KNAPP ABSTAINING FROM VOTING SINCE HE IS RELATED TO KAILEN KNAP.

B. Request to Advertise for Two Additional Pioneer Park Warming House Attendants

Murphy confirmed that the two additional warming house attendants were also seasonal positions.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE ADVERTISING FOR TWO PIONEER PARK WARMING HOUSE ATTENDANTS. MOTION PASSED 4-0.

CITY ENGINEER REPORT

A. Main Street Update

Lintgen stated that two sections of fence have been installed and the remaining sections are still coming.

B. North Pointe 5 Project Plan

Lintgen gave a brief overview of plans presented for North Pointe 5. He stated the project consisting of 23 lots will be bid privately and constructed in the upcoming spring.

CITY ADMINISTRATOR REPORT

A. Final Approval for Online and Credit System

Murphy presented the service agreement documents from Payment Service Network Inc. to allow the City to process credit and debit card payments for all city activities. She explained the set up cost of \$995 for the modules for the utility billing software system, \$219 fee for the credit card machine and \$89 yearly fee. She stated that several of the other start up fees had been waived. She explained that the Council would need to determine who pays the transaction fees and recommended that the payor pay the fee, which the Council agreed.

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO APPROVE ENTERING INTO A SERVICE AGREEMENT WITH PAYMENT SERVICE NETWORK, INC. TO PROVIDE THE CITY THE ABILITY TO ACCEPT ONLINE AND IN PERSON USE OF CREDIT/DEBIT CARD PAYMENTS. MOTION PASSED 4-0.

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

Murphy explained that no applications had been received for the openings on the EDA and Park Board, but interest had been expressed after the deadline passed. She proposed accepting applications again for the positions until the end of December.

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE ADVERTISING THE OPEN POSITIONS ON THE EDA AND PARK BOARD. MOTION PASSED 4-0.

C. Resolution No. 2017-58, A Resolution in Support of Funding for State Highway 23, A Corridor of Commerce

Murphy explained that the Highway 23 Coalition was requesting member cities to show their support for corridor funding that has been applied for to expand Highway 23 to four lanes all the way to Willmar.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE RESOLUTION NO. 2017-58, A RESOLUTION IN SUPPORT OF FUNDING FOR MINNESOTA HIGHWAY 23, A CORRIDOR OF COMMERCE. MOTION PASSED 4-0.

D. Discussion on the Space Study Open House Dates and Locations

Murphy proposed hosting the Space Study Open Houses on Saturday, January 13th from 10 am to noon, and on Tuesday, January 23rd from 5 to 6:15 pm, in the City Council Chambers. The Council was supportive of the dates, times and locations.

E. Discussion on the Status of December 26, 2017

Murphy stated that all necessary year end business was added to this agenda in case the Council wanted to cancel the next meeting which is scheduled for the day after Christmas. Councilor Knapp stated he would be available and felt that the meeting should be held for the benefit of the public. Councilor Miller and Mayor Heinen agreed that they would be able to attend the next meeting too.

LIST OF BILLS AND ADDITIONS

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$589,286.25 AND SUPPLEMENTAL LIST TOTALING \$25,098.65 PRESENTED BY CITY STAFF. MOTION PASSED 4-0.

ADJOURN

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO ADJOURN AT 7:01 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 4-0.

Dave Heinen, Mayor

Brigid Murphy, City Administrator