

## **WEDNESDAY, DECEMBER 26, 2018 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, Brian Lintgen, Jon Stueve, Jason Blum, Charlie Hahn, Mike Hentges, Rick Utecht, Craig Guggenberger, Dan Weber, Kelly Springer, Heidi Stalboerger, and Angie Mueller.

### **APPROVAL OF THE AGENDA**

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO APPROVE THE AGENDA OF THE DECEMBER 26, 2018 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

### **CONSENT AGENDA**

A. Minutes – December 11, 2018

B. Resolution No. 2018-37, A Resolution Designating a Polling Place for the 2019 Elections

C. Off-Site Gambling License for Richmond Lions on March 31, 2019 at 219 Main Street

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

### **REQUEST TO ADVERTISE FOR TWO FIREFIGHTERS**

Chief Dan Weber presented the request to advertise to fill the two openings on the Fire and Rescue Department. He stated that they are currently short two members and plan to be back at full-staff with 30 members after the hiring process is complete.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE THE REQUEST TO ADVERTISE FOR TWO FIRE FIGHTERS FOR THE COLD SPRING FIRE AND RESCUE DEPARTMENT. MOTION PASSED 5-0.

### **BUDGET AMENDMENTS**

Murphy explained that annually there is a proposed list of adjustments to have completed at the end of the year.

MOTION WAS MADE BY SCHMITZ, SECONDED BY KNAPP, TO APPROVE THE AMENDMENTS TO THE REVENUE AND EXPENDITURE BUDGETS AS PRESENTED. MOTION PASSED 5-0.

### **ORDINANCE NO. 370, A ZONING TEXT AMENDMENT – COLD SPRING CLINIC PARTNERS, LLC**

Kelly Springer, a representative for Cold Spring Clinic Partners, LLC explained the request to amend the Zoning Ordinance to allow for state licensed residential facilities to serve up to 35 persons in a C-3 Highway Commercial Zoning District under a Special Use Permit. She explained that Cold Spring Clinic Partners is the owner of the former Community Behavioral Health Hospital building in the Cold Spring Business Park and would like to serve up to 32 people at the facility for alcohol and substance abuse treatment.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO ACCEPT THE RECOMMENDATION OF THE PLANNING COMMISSION AND APPROVE ORDINANCE NO. 370, AN ORDINANCE AMENDING SECTION 4, SUBDIVISION 4 OF THE ZONING ORDINANCE OF THE CITY OF COLD SPRING. MOTION PASSED 5-0.

### **RESOLUTION NO. 2018-38, A RESOLUTION AMENDING A SPECIAL USE PERMIT**

Kelly Springer explained the request to amend the current special use permit to allow for establishing a 32 unit licensed residential facility to be operated as an alcohol and chemical dependency treatment facility. She stated that the current special use permit only allows for 16 units and that other than increasing the number of units allowed, the rest of the conditions of the permit would be carried through.

MOTION WAS MADE BY MILLER, SECONDED BY SCHMITZ, TO APPROVE RESOLUTION NO. 2018-38, A RESOLUTION AMENDING A SPECIAL USE PERMIT FOR COLD SPRING CLINIC PARTNERS, LLC, FOR PROPERTY LOCATED AT 224 KRAYS MILL RD TO OPERATE A LICENSED RESIDENTIAL FACILITY. MOTION PASSED 5-0.

### **COMMON INTEREST COMMUNITY PLAT #XXX**

Mike Hentges owner of the Cold Spring Business Center located at 308 5<sup>th</sup> Avenue South explained that the current tenant of the main floor, Lakes Eye Clinic will be purchasing the entire floor of the building since the Chain of Lakes Medical Clinic has closed. He stated they would like to have the property platted to reflect this ownership

change. He stated the remaining partners of Rhonda Green, Jerry Wenner, and himself will remain on the upper level.

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO APPROVE THE COMMON INTEREST PLAT FOR COLD SPRING BUSINESS CENTER. MOTION PASSED 5-0.

**SAC/WAC FEE AT ASSUMPTION COURT**

The Council unanimously decided to table this matter due to the requestor Lon Negen not being present.

**TOWNSHIP FIRE SERVICE CONTRACT**

Murphy stated that the contracts presented are the result of many meetings and contain the language that had been mutually agreed upon.

MOTION WAS MADE BY SCHMITZ, SECONDED BY KNAPP, TO APPROVE ENTERING INTO A FIRE SERVICE CONTRACT WITH LUXEMBURG TOWNSHIP. MOTION PASSED 5-0.

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO APPROVE ENTERING INTO A FIRE SERVICE CONTRACT WITH WAKEFIELD TOWNSHIP. MOTION PASSED 5-0.

MOTION WAS MADE BY THEISEN, SECONDED BY SCHMITZ, TO APPROVE ENTERING INTO A FIRE SERVICE CONTRACT WITH COLLEGEVILLE TOWNSHIP. MOTION PASSED 5-0.

**REVOLVING LOAN APPLICATION WITH MNX PROPERTIES**

Murphy explained that the improvements to First Street North to the Granite Landing Apartments ended up costing the developer more than initially anticipated due to negative conditions of the subsurface which required more fill to make the surface sound.

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE THE LOAN APPLICATION OF MNX PROPERTIES FOR A LOAN FROM THE REVOLVING LOAN FUND FOR A TOTAL OF \$41,160.00. MOTION PASSED 5-0.

**ADEGE PILOT PROPOSAL**

Stueve explained that a Pilot Study is required by the Minnesota Department of Health, which is basically a mini version of the proposed water treatment plant. He stated that the study will be conducted over three to four months with weekly testing to ensure that it meets the Department of Health’s requirements.

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO AUTHORIZE THE CITY ADMINISTRATOR TO ENTER INTO THE PILOT STUDY SCOPE OF SUPPLY AND PRICING AGREEMENT WITH ADEGE WATER TECHNOLOGIES. MOTION PASSED 5-0.

**SCOPE OF WORK AND PRICING ESTIMATE FROM STANTEC CONSULTING SERVICES FOR WATER TREATMENT FACILITY**

Brian Lintgen explained that Stantec had provided a price estimate for the consulting services for the water treatment facility which included a scope of the work from the pilot study all the way through construction and closing out the project.

MOTION WAS MADE BY SCHMITZ, SECONDED BY MILLER, TO APPROVE STANTEC CONSULTING SERVICES’ SCOPE OF WORK AND PRICING FOR THE WATER TREATMENT FACILITY. MOTION PASSED 5-0.

**PUBLIC WORKS DIRECTOR REPORT**

**A. Water Main Break at 14<sup>th</sup> Avenue South**

Stueve explained that a water main break has occurred at 14<sup>th</sup> Avenue South between 1<sup>st</sup> Street South and Highway 23. He stated that staff will be attempting to do the dewatering process that will be required to make the repair. He stated that the work will begin the following week.

**B. DNR Update**

Stueve stated that he had been contacted by Dan Lais from the Minnesota Department of Natural Resources to schedule a meeting to discuss the agency’s plan and study of the trout stream.

**CITY ENGINEER REPORT**

A. Water Treatment Plant

Lintgen stated that now that the Pilot Study has been approved it will begin shortly.

B. Alexander Park

Lintgen stated that he is preparing a cost estimate for building design for the River Park Community Foundation.

**POLICE DEPARTMENT REPORT**

A. Monthly Reports

Chief Blum reported on the monthly calls for October.

B. Purchase of Two Zoll Automated Defibrillators

Chief Blum explained that the department had received a grant from Centerpoint Energy to purchase two new defibrillators. He stated that the models being purchased are the same as those used by Gold Cross Ambulance, therefore the pads and other components would be interchangeable.

MOTION MADE BY SCHMITZ, SECONDED BY THEISEN, TO APPROVE THE PURCHASE OF TWO ZOLL AUTOMATED DEFIBRILLATORS FOR A TOTAL COST OF \$2,530.00 AND FURTHERMORE, TO APPLY THE CENTERPOINT ENERGY GRANT OF \$1,240.00 TO THIS PURCHASE AND THE REMAINING BALANCE TO BE PAID FOR OUT THE POLICE EQUIPMENT BUDGET LINE ITEM #6311. MOTION PASSED 5-0.

C. DARE Graduation

Chief Blum stated that 172 students completed the DARE Program in the Rocori School District and a graduation ceremony was held to celebrate their accomplishment.

**CITY ADMINISTRATOR REPORT**

A. Corrections to the Employee Personnel Manual

Murphy explained that the cell phone policy and health care savings plan that were approved last year needed to be added to the personnel manual. She added that there was a legislative change in state statute which would impact the purchase policy, specifically the dollar limits of when sealed bids are require versus quotes being obtained.

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO APPROVE THE AMENDMENTS TO THE EMPLOYEE PERSONNEL MANUAL AS PRESENTED. MOTION PASSED 5-0.

B. Amendment to Municipal Policy Number 3000

Murphy explained that the sample version provided by the League of MN Cities had a few minor changes, which she proposed adding to the City's policy too, so that it matches the state version.

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO APPROVE THE AMENDMENTS TO MUNICIPAL POLICY 3000, AMENDING THE PROCEDURES FOR RELEASING DATA TO THE SUBJECT OF GOVERNMENT DATA. MOTION PASSED 5-0.

C. Amendment to Municipal Policy Number 3100

Murphy explained that the sample version provided by the League of MN Cities had a few minor changes, which she proposed adding to the City's policy too, so that it matches the state version.

MOTION WAS MADE BY KNAPP, SECONDED BY SCHMITZ, TO APPROVE THE AMENDMENTS TO MUNICIPAL POLICY 3100, AMENDING THE PROCEDURES FOR RELEASING GOVERNMENT DATA TO THE PUBLIC. MOTION PASSED 5-0.

D. EDA Activity/Highlight Article

Murphy explained that the local newspaper has offered to provide space to the EDA for a weekly column. She stated that the EDA Consultant, Reva VanVleet will provide the content for the column. She asked whether the Council wanted input on the parameters and protocol for the content. Council indicated they would be fine with the EDA determining the parameters.

E. Other

Murphy stated that at the first meeting in January, she will have a resolution prepared for the annual appointments and meeting dates. She stated that for the regular scheduled meetings next year, a meeting would fall on Christmas Eve. The Council agreed to have that meeting rescheduled to Monday, December 23, 2019.

**LIST OF BILLS AND ADDITIONS**

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$133,874.79 AND SUPPLEMENTAL LIST TOTALING \$6,733.78 PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

**BOARDS AND COMMISSION UPDATES**

A. Planning Commission

Mayor Heinen and Councilor Miller explained that they had discussed the zoning ordinance changes requested by Cold Spring Clinic Partners and the Common Interest Plat for Mike Hentges. They thanked Ann Harren for her 16 years of service on the Planning Commission.

B. Heritage Preservation Commission

Councilor Theisen stated that the intern from St. Ben’s is working on a short report for the historical properties.

C. Park Board

Councilor Schmitz stated that they discussed Look Out Park and grants to remove the buckthorn from the park area. He stated they discussed getting new batting cages in the next two to three years for the Baseball Park. He stated they also discussed adaptive sleds for the sledding park and the creation of a dog park.

D. EDA

Councilor Knapp stated that they heard a presentation from the U of M Extension Office on a marketing product called Making It Home.

E. Rocori Trail Construction Board

Councilor Theisen stated that they met the new legislative outreach person from SEH. He stated that 2019 will be the year for Cold Spring to serve as the Chairperson for the RTCB and that Pete Weber will serve in that position.

**ADJOURN**

MOTION WAS MADE BY SCHMITZ, SECONDED BY KNAPP, TO ADJOURN AT 7:09 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

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Dave Heinen, Mayor

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Brigid Murphy, City Administrator