

## **TUESDAY, DECEMBER 27, 2016 COLD SPRING CITY COUNCIL MINUTES**

Mayor Fran Ramler called the meeting to order at 6:30 p.m. The following City Council members were found to be present: Mayor Fran Ramler, and Council Members Gary Theisen, Jan Dingmann, Dave Heinen and Jayme Knapp. Others present: Brigid Murphy, Jon Stueve, Sue Kadlec, Brian Lintgen, Heidi Stalboerger, Chrissy Gaetke, Jason Blum, Tammy Paczkowski, Ben Rodgers, Mark Stalboerger, Doug Schmitz and Angie Mueller.

### **APPROVAL OF THE AGENDA**

MOTION WAS MADE BY KNAPP, SECONDED BY DINGMANN, TO APPROVE THE AGENDA OF THE DECEMBER 27, 2016 CITY COUNCIL MEETING. MOTION PASSED 5-0.

### **CONSENT AGENDA**

A. Minutes – December 13, 2016

MOTION WAS MADE BY HEINEN, SECONDED BY THEISEN, TO APPROVE THE MINUTES OF THE DECEMBER 13, 2016 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

B. 2016 Budget Amendments

MOTION WAS MADE BY HEINEN, SECONDED BY THEISEN, TO APPROVE THE AMENDMENTS TO THE REVENUE AND EXPENDITURE BUDGETS AS STATED IN THE STAFF MEMO ENTITLED “2016 BUDGET AMENDMENTS” DATED DECEMBER 27, 2016. MOTION PASSED 5-0.

C. Approval of Closing Fund 21

MOTION WAS MADE BY HEINEN, SECONDED BY THEISEN, TO APPROVE THE CLOSING OF FUND 21 (CR 50 RECONSTRUCTION) AND TO TRANSFER THE REMAINING BALANCE OF \$55,043.02 TO FUND 42 “2014B G.O. BONDS”. MOTION PASSED 5-0.

D. Accept Resignation of Police Chief Chris Boucher

MOTION WAS MADE BY HEINEN, SECONDED BY THEISEN, TO ACCEPT THE RESIGNATION OF POLICE CHIEF CHRIS BOUCHER AND THANK HIM FOR HIS DEDICATED SERVICE. MOTION PASSED 5-0.

### **APPROVAL OF UNION CONTRACT WITH THE POLICE DEPARTMENT**

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO APPROVE THE LABOR AGREEMENT WITH THE UNION CITY EMPLOYEES, AS PRESENTED, WHICH PROVIDE FOR A TERM FROM JANUARY 1, 2017 THROUGH DECEMBER 31, 2019. MOTION PASSED 5-0.

### **APPROVAL OF NON-UNION CONTRACT**

MOTION WAS MADE BY THEISEN, SECONDED BY DINGMANN, TO APPROVE THE LABOR AGREEMENT WITH THE NON-UNION CITY EMPLOYEES, AS PRESENTED, WHICH PROVIDES FOR A TERM FROM JANUARY 1, 2017 THROUGH DECEMBER 31, 2019. MOTION PASSED 5-0.

### **APPROVE AMENDMENTS TO FUND BALANCE POLICY**

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO ADOPT THE FUND BALANCE POLICY AS AMENDED DECEMBER 27, 2016. MOTION PASSED 5-0.

### **APPROVAL OF FUND TRANSFER**

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO APPROVE THE TRANSFER OF \$176,926.69 FROM FUND 33 (FUTURE CAPITAL IMPROVEMENTS) TO FUND 60 (BLUE HERON HEIGHTS 2); ALSO, TO APPROVE THE TRANSFER OF \$251,073.31 FROM FUND 33 (FUTURE CAPITAL IMPROVEMENTS) TO FUND 57 (BUSINESS PARK PHASE I). MOTION PASSED 5-0.

### **APPROVAL OF CLOSING OF FUND 54**

MOTION WAS MADE BY KNAPP, SECONDED BY HEINEN, TO APPROVE THE CLOSING OF FUND 54 (2003A G.O. BONDS) AND TO TRANSFER THE REMAINING BALANCE OF \$68,155.44 TO FUND 24 “2007A G.O. BONDS”. MOTION PASSED 5-0.

### **AMENDMENT TO TOWER LEASE AGREEMENT**

MOTION MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE ENTERING INTO AN AMENDED LEASE AGREEMENT WITH AMERICAN TOWER ON BEHALF OF VERIZON WIRELESS FOR LEASE OF REAL PROPERTY WITHIN PIONEER PARK FOR LOCATION OF A CELLULAR COMMUNICATION TOWER. MOTION PASSED 5-0.

**EASEMENT WITH STEARNS COUNTY FOR PROPERTY ALONG GREYSTONE ROAD**

Murphy explained that the easement would be for the pipework for the new water wells. She stated that years down the road when the pipework would be done the City would apply for the necessary permits from the township.

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO APPROVE ENTERING INTO AN EASEMENT WITH THE COUNTY AND FOR PAYING \$200 PLUS THE RECORDING COST OF \$46.00 FOR AN EASEMENT FOR PROPERTY WITHIN WAKEFIELD TOWNSHIP ALONG GREYSTONE ROAD FOR A TOTAL OF \$246.00. MOTION PASSED 5-0.

**DISCUSSION ON THE HIRING PROCESS FOR THE POSITION OF CHIEF OF POLICE WITH CITY ATTORNEY SUSAN KADLEC**

City Attorney Sue Kadlec stated that their office would like to be more involved in the hiring process than the last time the position was open. She explained the City could move forward with either an internal or external posting for the position. She recommended an external posting to satisfy the obligation of a representative work force and to have the broadest base of applications. The Council agreed that a smaller hiring committee would be best along with the suggestion to have a Chief from another department on the hiring board. The Council agreed that they would wait until a full Council is assembled at the end of January to move forward. In the meanwhile they directed staff to update the application form, job description, scoring sheet and application materials for the hiring.

**PLANNING COMMISSION RECOMMENDATION ON HISTORIC PRESERVATION COMMISSION**

Councilor Dingmann updated the Council on the discussion at the last Planning Commission meeting on recommending the establishment of a historic preservation commission. She stated their recommendation was to have a basic commission established and they could then set their own goals and it could develop over the years and would be able to grow as participation increases. She stated that once the commission is in place they can begin to identify funding sources and apply for grants to preserve historic buildings.

MOTION WAS MADE BY DINGMANN, SECONDED BY HEINEN, TO ACCEPT THE RECOMMENDATION OF THE PLANNING COMMISSION, RECOMMENDING THE CREATION OF A COLD SPRING HISTORIC PRESERVATION COMMISSION AND TO DIRECT THE PLANNING COMMISSION TO DRAFT AN ESTABLISHING ORDINANCE FOR REVIEW IN JANUARY 2017.

**PLANNING COMMISSION RECOMMENDATION ON THE COLD SPRING COMPREHENSIVE PLAN**

Councilor Dingmann explained that the Planning Commission had read through the current Comprehensive Plan for the City which was last updated in 2007. She stated they agreed that 95% of the plan needs updating and that some areas do not need to be as in depth. She stated that they are recommending to get bids to update the plan so it can be included in the 2018 budget.

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO ACCEPT THE RECOMMENDATION OF THE PLANNING COMMISSION AND APPROVE A COMPLETE REVIEW OF THE COMPREHENSIVE PLAN IN 2018, FURTHERMORE, DIRECTING CITY STAFF TO COMPILE BIDS AND A BUDGET FOR THE REVIEW OF THE COMPREHENSIVE PLAN IN 2018. MOTION PASSED 5-0.

**PUBLIC WORKS DIRECTOR REPORT****A. Pioneer Park Warming House Attendant Hiring**

MOTION WAS MADE BY HEINEN, SECONDED BY THEISEN, TO APPROVE THE HIRING OF JOSH KIEKE, KAILEN KNAPP AND JOE SZAFRANSKI AS PART-TIME SEASONAL WARMING HOUSE ATTENDANT EMPLOYEES AT AN HOURLY WAGE OF \$7.75 AN HOUR AND APPROVE THE HIRING OF JONATHON WARD AND CALVIN KALTHOFF AS PART-TIME SEASONAL WARMING HOUSE ATTENDANT EMPLOYEES AT \$9.50 AN HOUR. MOTION PASSED 4-0. KNAPP ABSTAINED.

**CITY ENGINEER REPORT****A. CSAH 2/ Red River Avenue Update**

Lintgen stated that the application to the Petro Fund is being processed.

**B. Main Street**

Lintgen stated that the design work is ongoing and the project is projected to go out to bid the end of January.

**C. SW Stormwater Infiltration Project**

Lintgen stated that he is finalizing the grant paperwork with the Soil and Water Conservation District and the Sauk River Watershed.

**CITY ADMINISTRATOR REPORT**

**A. Business Park Land Sale Update**

Murphy stated that at the next meeting a public hearing will be held to consider the sale of land in the Cold Spring Business Park to Cold Spring Brewing Company. She stated that the draft development agreement is being worked on.

**B. Other**

Murphy stated that she has been approached to participate in the Regional Development District. She stated she had been contacted by the County Administrator to sit in on the meetings.

MOTION WAS MADE BY KNAPP, SECONDED BY HEINEN, TO APPROVE MURPHY TO ATTEND THE MEETINGS OF THE REGIONAL DEVELOPMENT DISTRICT. MOTION PASSED 5-0.

**LIST OF BILLS AND ADDITIONS**

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$256,643.43 AND SUPPLEMENTAL LIST TOTALING \$15,784.87 PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

**ADJOURN**

MOTION WAS MADE BY KNAPP, SECONDED BY THEISEN, TO ADJOURN AT 6:57 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

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Fran Ramler, Mayor

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Brigid Murphy, City Administrator