

## **TUESDAY, DECEMBER 8, 2020 COLD SPRING CITY COUNCIL MEETING 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 in person: Mayor Dave Heinen and Council Member Shannon Miller. Present by video: Council Members Jayme Knapp, Doug Schmitz and Gary Theisen. Others present: Kris Dockendorf, Brian Lintgen, Fran Ramler and Angie Mueller. Others present by video/phone: Brigid Murphy, Sue Dege, Jon Stueve, Dan Weber, Aaron Barker and Tammy Paczkowski.

### **APPROVAL OF THE AGENDA**

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE THE AGENDA OF THE DECEMBER 8, 2020 CITY COUNCIL MEETING AS PRESENTED. ROLL CALL VOTE, AYES – MILLER, SCHMITZ, THEISEN, KNAPP AND HEINEN. NAYES – NONE. MOTION PASSED UNANIMOUSLY.

### **CONSENT AGENDA**

A. Minutes – November 24, 2020

B. Resolution No. 2020-67, A Resolution Designating the Polling Place for 2021

MOTION WAS MADE BY SCHMITZ, SECONDED BY KNAPP, TO APPROVE THE CONSENT AGENDA. ROLL CALL VOTE, AYES – MILLER, SCHMITZ, THEISEN, KNAPP AND HEINEN. NAYES – NONE. MOTION PASSED UNANIMOUSLY.

### **TRUTH IN TAXATION MEETING FOR 2021 BUDGET AND LEVY**

Finance Director Kris Dockendorf presented a review of the proposed 2021 budget and levy. She explained that there were no changes from the preliminary levy which was approved in September. She stated that there will be a 3.41% increase in the levy rate.

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO ADOPT RESOLUTION NO. 2020-66, A RESOLUTION ADOPTING THE FINAL 2021 COLLECTIBLE TAX LEVY, ALONG WITH THE FINAL GENERAL FUND BUDGET FOR 2021. ROLL CALL VOTE, AYES – MILLER, SCHMITZ, THEISEN, KNAPP AND HEINEN. NAYES – NONE. MOTION PASSED UNANIMOUSLY.

### **HEARING ON DELINQUENT ACCOUNTS**

Mayor Heinen opened the public hearing for delinquent accounts at 6:34 pm. He called three times for comments, and after hearing none he closed the hearing at 6:35 pm.

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO CERTIFY ASSESSMENTS FOR DELINQUENT UTILITY BILLS FOR THE FOLLOWING: PARCEL ID 48.30004.0000 IN THE AMOUNT OF \$939.94, 48.30002.0000 IN THE AMOUNT OF \$495.29, AND 48.29670.0000 IN THE AMOUNT OF \$519.34. ROLL CALL VOTE, AYES – MILLER, SCHMITZ, THEISEN, KNAPP AND HEINEN. NAYES – NONE. MOTION PASSED UNANIMOUSLY.

### **REVIEW OF RFP'S FOR LEGAL SERVICES AND DISCUSS NEXT STEPS**

Murphy reported that three proposals were received and only one followed the criteria in the request for proposals, which was to provide a proposal for both the civil and criminal representation. She stated the City's current firm JDA Law was the one that followed the proposal as specified. Staff stated they are pleased with the current representation and had no issue with continuing with them.

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO STAY WITH JDA LAW FIRM FOR THE CIVIL AND CRIMINAL LEGAL SERVICES. ROLL CALL VOTE, AYES – MILLER, SCHMITZ, THEISEN, KNAPP AND HEINEN. NAYES – NONE. MOTION PASSED UNANIMOUSLY.

### **REVIEW OF RFP'S FOR ENGINEERING SERVICES AND DISCUSS NEXT STEPS**

Murphy reported that eight proposals had been received and that she was verifying whether the service fees were valid through 2021. Councilor Knap stated that a workshop should be held to go through the proposals after the first of the year. Murphy stated that she could further break down fees in the proposals into a spreadsheet to make it easier to compare the firms. The Council agreed that they would further discuss the proposals at a workshop in either January or February.

**PUBLIC WORKS DIRECTOR REPORT**

**A. Water Treatment Plant Access Route Discussion**

Stueve explained that to prepare for construction in the spring of 2021, survey stakes will be placed to indicate the right of way in the Business Park, so that construction traffic and heavy equipment doesn't travel through the North Pointe development to get to the construction site. He stated there is a good amount of personal property that neighboring homeowners have placed in the right of way such as gardens and trees, which they have done at their own risk.

**CITY ENGINEER REPORT**

**A. Project Updates**

Lintgen reported that he will be meeting with property owner Kevin Ward to discuss outstanding issues on the County Road 158 project. He stated that the mailbox near Ward's property is located in the road right of way.

**B. Wells 8 & 9 Project**

Lintgen stated that the power for Well 8 & 9 is nearing completion and that the electricians just need to hook it up. He stated that the lines for the wells will need to be flushed after they are powered and that hook up to Cold Spring Brewing Company will likely occur in January.

**C. Water Treatment Plant**

Lintgen stated that the contracts need to be signed and the project will begin in the spring.

**CITY ADMINISTRATOR REPORT**

**A. Review RFP for Construction Services**

Murphy stated the drafted request for proposals for construction management services. She stated that she left the date of interviews blank for the applicants but the deadline for submissions is December 29<sup>th</sup>.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE THE REQUEST FOR PROPOSALS FOR CONSTRUCTION SERVICES AS PRESENTED. ROLL CALL VOTE, AYES – MILLER, SCHMITZ, THEISEN, KNAPP AND HEINEN. NAYES – NONE. MOTION PASSED UNANIMOUSLY.

**B. Grant from Initiative Foundation**

Murphy explained that the Initiative Foundation had received CARES Act funds that they are dispersing through a grant to assist with feeding the public. She stated that under the grant, all gift cards purchased at Cold Spring restaurants between now and January 4<sup>th</sup> would be matched dollar for dollar, in a cash donation to the Rocori Area Food Shelf.

MOTION WAS MADE BY KNAPP, SECONDED BY SCHMITZ, TO APPROVE ACCEPTING THE GRANT FROM THE INITIATIVE FOUNDATION. ROLL CALL VOTE, AYES – MILLER, SCHMITZ, THEISEN, KNAPP AND HEINEN. NAYES – NONE. MOTION PASSED UNANIMOUSLY.

**LIST OF BILLS**

MOTION WAS MADE BY KNAPP, SECONDED BY THEISEN, TO REVIEW AND ACCEPT PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$447,825.62 AND SUPPLEMENTAL LIST TOTALING \$21,194.25 PRESENTED BY CITY STAFF. ROLL CALL VOTE, AYES – MILLER, SCHMITZ, THEISEN, KNAPP AND HEINEN. NAYES – NONE. MOTION PASSED UNANIMOUSLY.

**ADJOURN**

MOTION WAS MADE BY KNAPP, SECONDED BY THEISEN, TO ADJOURN AT 7:02 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. ROLL CALL VOTE, AYES – MILLER, SCHMITZ, THEISEN, KNAPP AND HEINEN. NAYES – NONE. MOTION PASSED UNANIMOUSLY.