

## **TUESDAY, MARCH 10, 2015 COLD SPRING CITY COUNCIL MINUTES**

Mayor Robert R. Thelen called the meeting to order at 6:30 p.m. The following members were found to be present: Mayor Robert R. Thelen and Council Members Fran Ramler, Jan Dingmann and Dave Heinen. Others present: Chris Boucher, Jayme Knapp, Angie Knapp, Chuck Krebsbach, Chad Middendorf, Dan Steil, Dan DeBaun, Mark Dockendorf, Elaine Dockendorf, Mickie Cheeley, Ann Harren, Bill Thelen, Andrea Robinson, JoAnn Thelen, Norm Gregerson, JoAnn Gregerson, Nathan Sauer, Lance Weber, Bill Foss, Frank Rajkowski, Ginny Anderson, Julia Konop, Dan Weber, Brian Lintgen, Chad Kraemer, Nancy Schulzetenberg, Jim Kraemer, Curt Sauer, Susan Sauer, Lynn Schurman, Terri Bibeau, Jon Douvier, Duane Krueger, Michael Lang and Angie Mueller.

### **APPROVAL OF THE AGENDA**

MOTION WAS MADE BY HEINEN, SECONDED BY DINGMANN, TO APPROVE THE AGENDA OF THE MARCH 10, 2015 CITY COUNCIL MEETING. MOTION PASSED 4-0.

### **CONSENT AGENDA**

A. Minutes – February 24, 2015

MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO APPROVE THE MINUTES OF THE FEBRUARY 24, 2015 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 3-0. DINGMANN ABSTAINED DUE TO HER ABSENCE AT THE FEBRUARY 24, 2015 MEETING.

B. Approval of Closing of Fund 25

MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO APPROVE THE CLOSING OF FUND 25 (COTTAGES TIF) EFFECTIVE 12-31-14 AND TO TRANSFER THE REMAINING BALANCE OF \$14,120.61 TO FUND 33 “FUTURE CAPITAL IMPROVEMENTS”. MOTION PASSED 4-0.

### **CONSIDERATION OF ORDINANCE NO. 337**

Fire Chief Dan Weber explained that there is a member of the department that works in town but just moved outside the residency requirement of an eight minute response time. He stated that the extra two minutes that are added to the proposed new requirement are reasonable to keep this member on the department.

MOTION WAS MADE BY HEINEN, SECONDED BY DINGMANN, TO APPROVE ORDINANCE NO. 337 AMENDING THE CITY CODE OF COLD SPRING BY AMENDING RESIDENCY REQUIREMENTS FOR THE FIRE DEPARTMENT; FURTHERMORE, TO AMEND THE PERSONNEL POLICY OF THE FIRE DEPARTMENT TO REFLECT THE CHANGE IN RESIDENCY REQUIREMENTS. MOTION PASSED 4-0.

### **INTERVIEWS WITH CITY COUNCIL APPLICANTS**

The Council interviewed the applicants for the vacant council seat. The applicants were interviewed in the following order, Mickie Cheeley, Jayme Knapp, Andrea Robinson and Bill Thelen.

### **SELECTION OF NEW COUNCIL MEMBER AND SWEARING IN**

After the interviews were conducted the Council decided to appoint the applicant with the highest total score from the interview questionnaire scoring sheets. The tabulation of the scoring sheets indicated Jayme Knapp had the highest score. Finance Director Kris Dockendorf then administered the Oath of Office to Jayme Knapp.

### **PRESENTATION FROM DOWNTOWN COMMITTEE**

Nathan Sauer, Chairman from the Downtown Development Committee explained that the group consists of businesses and residents, who have volunteered to meet over the last twelve months to provide recommendations for a design concept for the downtown area during the reconstruction of County Road 2 and Main Street. The discussion tonight focused on recommendations for the Co Rd 2 streetscaping improvements. Brian Lintgen from Stantec assisted in presenting the elements of the design concepts and the estimated costs. He started by presenting the proposed gateway streetscapes on Co Rd 2 at the intersection of Highway 23 and at Co Rd 50. He explained the gateway streetscape is to welcome and indicate to motorists that they are entering a downtown area. Both gateways showed a granite column, perennial plantings, streetlights and trees. He went on to explain that even if no improvements are made and everything is put back the way it is currently, there is still a cost of \$406,033. He stated that if the concept of adding streetlights, street trees, and soils are added it would cost \$511,569. The list of other additional amenities including perennials, soils, granite pavers, split cobble paving, split flagstone paving, granite bollards, granite column, granite mulch, granite benches, trash receptacles, bike racks, irrigation, and GFI receptacles, would cost an additional \$356,991. An additional concept presented, included a price to bury some selective power lines to clean up the visual area near the intersections of Highway 23 and at First Street North, at an estimated cost of \$275,000. Dan Steil from the Downtown Development Committee stressed the importance of incorporating the rich history of granite in Cold Spring into the streetscaping. Mayor Thelen stated that grants and other funding sources are being considered, but it would be too late to start a half cent sales tax to pay for it. Councilor Ramler stated that the concepts make sense but that he doesn't want the cost to be a burden, that it should be fair for all. The Council agreed to discuss the financial aspect of the concept plan at their next meeting before making a decision.

**AUDIT REPORTING REQUIREMENTS FOR FIRE DEPARTMENT RELIEF ASSOCIATION**

Jon Douvier, Michael Lang, and Duane Krueger were present from the Fire Department Relief Association. Nancy Schulzetenberg from Kern DeWenter Viere explained that there are new requirements issued by the Governmental Accounting Standards Board (GASB) for Relief Associations and cities to do some extra reporting. She explained that under the new requirements No. 67 and 68, that in order for relief associations to receive an unmodified audit opinion on their financial statements, an actuarial study in compliance with GASB 67 will need to be obtained to provide accurate figures for disclosure and presentation in the associations financial statements. Members added that the potential cost of such a study would be \$3,000 and that this study is not required in order to receive state funding. Schulzetenberg explained that the information from the GASB 67 compliant financial statements will be incorporated into the City's financial reporting for the December 31, 2015 year-end reporting under the GASB Statement No. 68. She further stated that without an unmodified opinion on the association's financial statements, auditors will be unable to provide an unmodified opinion on the City's financial statements in the following year. The relief association members stated that they were not in favor of conducting an actuarial study and were fine with not having an unmodified opinion on their financial statements. The Council was concerned about how that would cause the City to not get an unmodified opinion on their financial statements and what impact that might have when the City goes out for bonds to finance the 2016 Co Rd 2 Improvements Project. The Council directed Dockendorf to consult with the City's financial advisors on this potential impact and to further discuss the matter at their next meeting.

**DISCUSSION ON GNP ANNEXATION**

Mayor Thelen stated that Wakefield Township had proposed two payment scenarios for the annexation of the Gold'n Plump property. The first being that the City pay either a total of \$1,679 over seven years, or a fee of \$200 per acre which would equal \$4,314. Thelen stated that the administrative law judge will approve the annexation if one of these two amounts is provided by the City.

MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO OFFER WAKEFIELD TOWNSHIP A ONE TIME PAYMENT OF \$1,679, FOR THE ANNEXATION OF THE GOLD'N PLUMP PROPERTY. MOTION PASSED 5-0.

**ROCORI TRAIL CONSTRUCTION BOARD APPOINTMENT**

The Council had requested to revisit the appointment to the Rocori Trail Construction Board once a fifth member was appointed to the Council. Mayor Thelen stated that he has been attending the RTCB meetings and that other cities send an elected official and a member of their Public Works staff since maintenance of the trail is a main issue once the trail is built. Councilor Dingmann suggested that for consistency sake that Thelen continue to serve on the board and to also have a maintenance staff member.

MOTION WAS MADE BY DINGMANN, SECONDED BY RAMLER, TO APPROVE THE APPOINTMENT OF BOB THELEN AND PETE WEBER TO REPRESENT THE CITY OF COLD SPRING ON THE ROCORI TRAIL CONSTRUCTION BOARD. MOTION PASSED 5-0.

**UPDATE ON ROCORI TRAIL**

Mayor Thelen stated that Phase II of the Rocori Trail is in the beginning stages. He stated that Burlington Northern Santa Fe is open to removing the tracks and selling the land to the Board. Mayor Thelen stated that Dan Steil had checked with Gold'n Plump and Coldspring and both businesses had no objection to the railroad being removed. Mayor Thelen wanted to make sure that the Council was also okay with the tracks being removed. The Council discussed the unlikelihood that these rails and bridges are in good enough condition for an active industrial line and did not have any objections to the rails being removed.

**EXTENSION OF FMLA LEAVE**

MOTION WAS MADE BY DINGMANN, SECONDED BY HEINEN, TO RATIFY THE APPROVAL OF AN ADDITIONAL 8 WEEKS OF FMLA LEAVE FOR PAUL HETLAND. MOTION PASSED 5-0.

**PAY INCREASE FOR ADMINISTRATIVE STAFF**

Mayor Thelen explained that staff had provided the contract language to support the proposed pay increase, which would occur when a department head is absent for work for more than one month. He suggested that the pay increase for the other administrative staff should be reviewed after first checking with the City Attorney.

MOTION WAS MADE BY RAMLER, SECONDED BY DINGMANN, TO APPROVE AN HOURLY INCREASE IN PAY OF \$5.25 FOR KRIS DOCKENDORF. MOTION PASSED 5-0.

**ACCEPT PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS**

Lintgen explained that the 14<sup>th</sup> Avenue South connection to Highway 23 and the 2<sup>nd</sup> Avenue South Improvement project were combined since they are two small projects and will be referred to as the "2015 Cold Spring Capital Improvements Project". He stated that this is the prime time to bid and that after discussing with City staff it was decided that for 2<sup>nd</sup> Avenue South it would make sense to not install the temporary crossing anymore.

MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO ADOPT RESOLUTION 2015-03, A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE "2015 COLD SPRING CAPITAL IMPROVEMENTS PROJECT". MOTION PASSED 5-0.

**CITY ENGINEER REPORT**

Lintgen explained that televising the sewer lines is underway for the Co Rd 2/Red River Avenue South project. He stated they should have the results back on the sewer conditions in the next coming week.

**LIST OF BILLS AND ADDITIONS**

MOTION WAS MADE BY DINGMANN, SECONDED BY RAMLER, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$121,621.83 AND SUPPLEMENTAL LIST TOTALING \$38,124.53 PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

**ADJOURN**

MOTION WAS MADE BY RAMLER, SECONDED BY DINGMANN, TO ADJOURN AT 9:15 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

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Robert R. Thelen, Mayor

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Kris Dockendorf, Acting City Administrator