

## **TUESDAY, MARCH 14, 2017 COLD SPRING CITY COUNCIL MINUTES**

The meeting was called to order by Mayor Dave Heinen at 6:00 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, Brent Neisinger, Nathan LeBine, Jessica Green, Jon Stueve, Brian Lintgen, Jason Blum, Tammy Paczkowski, John Kahlert, Mary Kahlert, Meghan Dingmann, Charles Dingmann, Margie Wolf, Dan Weber and Angie Mueller.

### **OPEN PUBLIC FORUM**

Mayor Heinen stated that at the request of Chuck Krebsbach, he would read a letter that Krebsbach had written to the editor of the *Cold Spring Record* in regard to the Space Needs Study.

### **APPROVAL OF THE AGENDA**

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE THE AGENDA OF THE MARCH 14, 2017 CITY COUNCIL MEETING. MOTION PASSED 5-0.

### **CONSENT AGENDA**

A. Minutes – February 14, 2017 Joint Meeting and February 28, 2017

MOTION WAS MADE BY SCHMITZ, SECONDED BY KNAPP, TO APPROVE THE MINUTES OF THE FEBRUARY 14, 2017 JOINT CITY COUNCIL AND PLANNING COMMISSION MEETING AS AMENDED AND FEBRUARY 28, 2017 REGULAR MEETING AS PRESENTED. MOTION PASSED 5-0.

B. Authorize Advertising for the Sale of a 2007 & 2012 Chevy Impala

MOTION WAS MADE BY SCHMITZ, SECONDED BY KNAPP, TO DECLARE THE 2007 CHEVY IMPALA AND THE 2012 CHEVY IMPALA AS SURPLUS PROPERTY AND AUTHORIZE THE ADVERTISEMENT FOR SALE OF SAID VEHICLES THROUGH SEALED BIDS. MOTION PASSED 5-0.

### **REQUEST TO PLACE A TREE AND MEMORIAL PLAQUE IN FROGTOWN PARK**

Meghan Dingmann explained her interest in planting a tree and installing a memorial plaque in Frogtown Park to honor a community resident, Roger Dingmann, who passed away. She stated that she would take on the responsibility of paying for the tree, planting, maintenance and watering of it, in addition to obtaining the plaque and its installation. Stueve stated that he would like to see a drawing showing the proposed location and species of tree being planted before moving forward with the planting. Dingmann stated she would be willing to abide by whatever parameters would be established by staff.

MOTION WAS MADE BY THEISEN, SECONDED BY SCHMITZ, TO APPROVE MOVING FORWARD WITH THE REQUEST TO PLACE A TREE AND MEMORIAL PLAQUE IN FROGTOWN PARK FOLLOWING THE PARAMETERS AS DISCUSSED. MOTION PASSED 5-0.

### **PRESENTATION OF FIRE DEPARTMENT ANNUAL REPORT**

Fire Chief Dan Weber presented the annual report for the department. He explained that they had 410 calls in 2016, which was a record number of calls. He stated the majority of the calls were medicals. He explained that he would be requesting approval to start the hiring process for two firefighters in the coming months since there are currently only 28 members. Weber discussed several grants that the department received and his application for a grant from FEMA to provide assistance to purchase a new fire truck. Councilor Theisen inquired about the volume of medical calls at the Assumption Campus and whether they required medical emergency response since there are already medical staff working there. Councilor Theisen explained he was just concerned about the amount of commitment required of personnel to respond to such high number of calls, and didn't want staff to get burned out or to have trouble attracting new members. Weber explained that often times the calls will be at night when the

campus staffing levels are lower and many times the fire department gets paged to respond because Gold Cross Ambulance is responding from out of town.

**RESOLUTION NO. 2017-12, PRELIMINARY AND FINAL PLAT OF COLD SPRING BUSINESS PARK 4**

Murphy explained that the Planning Commission had held a public hearing on January 18<sup>th</sup> for the preliminary and final plat for Cold Spring Business Park 4 and that they had recommended approval. She stated the plat consists of one lot and is being platted for Cold Spring Brewing Company. Brent Neisinger and Matt LeBine from Cold Spring Brewing Company were present to discuss the plat. John Kahlert inquired about the Brewery’s plan for a berm on the property. Margie Wolf inquired about the design of the building for the processing facility portion. Neisinger explained that a berm and trees were planned along the west side of the building expansion to create a buffer along with their plans to not receive trucks after 10 pm. He explained that the processing facility is planned for the area in between the existing buildings.

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO APPROVE RESOLUTION NO. 2017-12, A RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT OF COLD SPRING BUSINESS PARK 4. MOTION PASSED 5-0.

**ORDINANCE NO. 351 REZONING COLD SPRING BUSINESS PARK 4**

Murphy explained that the property is currently zoned in a combination of R-1 Low Density Residential and C-3 Highway Commercial. She explained that the Brewery is planning on constructing warehouse space on this property and is requesting that it be rezoned to I-2 General Industrial.

MOTION WAS MADE BY SCHMITZ, SECONDED BY MILLER, TO APPROVE ORDINANCE NO. 351 AN ORDINANCE AMENDING THE *CITY OF COLD SPRING ZONING MAP* BY CHANGING THE ZONING OF LOT 1 BLOCK 1 OF COLD SPRING BUSINESS PARK 4, FROM A COMBINATION OF R-1 (LOW DENSITY RESIDENTIAL) AND C-3 (HIGHWAY COMMERCIAL) TO I-2 (GENERAL INDUSTRIAL). MOTION PASSED 5-0.

**LIBRARY BRANCH AGREEMENT**

Murphy explained that the library took into consideration the input received from several cities and the agreement was updated and now also includes an asset inventory list.

MOTION MADE BY MILLER, SECONDED BY SCHMITZ, TO APPROVE THE LIBRARY BRANCH AGREEMENT WITH GREAT RIVER REGIONAL LIBRARY AND THE CITY OF COLD SPRING. MOTION PASSED 5-0.

**DISCUSSION ON FINANCING THE MAIN STREET IMPROVEMENT PROJECT**

Jessica Green from Northland Securities explained that the City would need to bond for the financing of the Main Street Project. To prepare for the sale of bonds she proposed entering into an advisory service agreement so that Northland Securities can work with staff to begin the necessary process.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE ENTERING INTO A MUNICIPAL ADVISORY SERVICE AGREEMENT WITH NORTHLAND SECURITIES, INC. MOTION PASSED 5-0.

**RESOLUTION NO. 2017-15 FOR NOTICE OF SALE OF GOVERNMENT OBLIGATION BONDS, SERIES 2017A**

Green next explained the proposed timeline for the sale and issuance of the bonds along with how the bonds would be structured. She stated the bond sale will occur on April 11<sup>th</sup> and they will present the sale results at the Council meeting that night.

MOTION WAS MADE BY KNAPP, SECONDED BY SCHMITZ, TO ADOPT RESOLUTION NO. 2017-15, A RESOLUTION APPROVING NOTICE OF SALE FOR THE ISSUANCE OF \$1,970,000.00 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2017A. MOTION PASSED 5-0.

**SPACE STUDY FINAL DECISION**

Murphy explained that the Council would need to make a decision on accepting the Space Needs Study. She stated that the study should be used as a guide to moving forward. She stated that there are many steps ahead and suggested creating a subcommittee to work on the process. After some discussion, the Council indicated that they would like the Planning Commission’s input on how to create the committee and therefore requested the matter be brought to them first.

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO ACCEPT HMA ARCHITECTS’ SPACE STUDY FOR THE COLD SPRING GOVERNMENT CENTER EXPANSION & REMODEL & PUBLIC SAFETY CAMPUS. MOTION PASSED 5-0.

**POLICE DEPARTMENT REPORT**

**A. Public Safety Communication to Downtown Businesses**

Interim Chief Blum explained that a letter had been sent to downtown businesses regarding delivery trucks double parking and the traffic hazards it creates. He stated several complaints had been brought up recently so he wanted to communicate the issues with the business owners to make them aware and to try to resolve the problem.

**B. Department Activity Update**

Interim Chief Blum explained that he and Riley had recently completed the Canine Certification. He stated that the new squad has arrived and it is being outfitted with decals and equipment. Lastly, he discussed the upcoming Community Showcase and Coaches Carnival events.

**PUBLIC WORKS DIRECTOR REPORT**

**A. UV Ballast and Quartz Sleeves Purchase**

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE THE PURCHASE OF SIX PHILLIPS REPLACEMENT BALLASTS AND TWELVE QUARTZ SLEEVES AT A TOTAL COST OF \$4,554.00 FROM THE WASTEWATER BUDGET LINE ITEM #6314 PARTS AND MATERIALS. MOTION PASSED 5-0.

**B. Seal Coating Bids**

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO ACCEPT THE LOW BID FOR SEAL COATING FOR 2017 FROM ASTECH CORP. AT A UNIT PRICE OF \$1.12 PER SQUARE YARD WITH A TOTAL BID OF \$25,200.00. MOTION PASSED 5-0.

**C. Crack Sealing Bids**

MOTION WAS MADE BY KNAPP, SECONDED BY SCHMITZ, TO ACCEPT THE LOW BID FOR CRACK SEALING FOR 2017 FROM KAMKO INC. AT A UNIT PRICE OF \$1.39 PER POUND WITH A TOTAL BID OF \$15,000.00. MOTION PASSED 5-0.

**D. Seeding of Well Field**

Stueve explained that at the new Well Field there are 13 acres of plowed field that will now need to be planted. He stated that he had been working with Pheasants Forever and Sauk River Watershed District to determine the best plan for planting the area. He stated that some assistance is available to pay for the cost of seeding, which is estimated to be \$3,200. He stated that the City cost would be around \$1,000.

**CITY ENGINEER REPORT**

**A. Main Street Improvement Project Power Pole Relocation**

Lintgen explained that the cost for relocating power poles along Main Street, in the area between 2<sup>nd</sup> Avenue and the river is \$3,944.02.

MOTION WAS MADE BY SCHMITZ, SECONDED BY MILLER, TO APPROVE ENTERING INTO THE OVERHEAD SERVICE AGREEMENT FOR POWER POLE RELOCATION WITH XCEL ENERGY. MOTION PASSED 5-0.

**B. Material Testing for the Main Street Project Bid**

MOTION WAS MADE BY KNAPP, SECONDED BY THEISEN, TO ACCEPT THE BID OF INDEPENDENT TESTING TECHNOLOGIES, INC. FOR MATERIAL TESTING FOR THE MAIN STREET IMPROVEMENT PROJECT. MOTION PASSED 5-0.

**C. SW Infiltration Project**

Lintgen reminded the public that the storm drains flow into the Sauk River and Brewery Creek and that grass clippings, leaves and garbage should not be placed into them.

**CITY ADMINISTRATOR REPORT**

**A. Sale of Land to Brewery Update**

Murphy stated that the closing is scheduled for the sale of the land to the Brewery for later in the week. She stated that both the City and the EDA will need to sign the closing documents due to challenges with the quit claim deed.

**B. Update on Tax Capacity Rate**

Murphy provided information to the Council on the Tax Capacity Rates for area cities and townships that had been distributed by Stearns County.

**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 \$131,053.08 AND SUPPLEMENTAL LIST TOTALING \$66,955.26 PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

**ADJOURN**

MOTION WAS MADE BY KNAPP, SECONDED BY THEISEN, TO ADJOURN AT 7:10 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