

## **TUESDAY, APRIL 14, 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, Dave Heinen and Jayme Knapp. Absent: Jan Dingmann. Others present: Kris Dockendorf, Brian Lintgen, Paul Hoeschen, Frank Rajkowski, Joseph Furman, Tammy Paczkowski, Jaci Hommerding, Debbie Nelson, Estle Nelson, Chris Boucher and Angie Mueller.

### **OPEN PUBLIC FORUM**

Resident Joe Furman spoke to the Council about the following: number of accidents downtown, that a parking lot should be established for downtown parking north of the former First National Bank building, that u-turns should be prohibited on Main Street near Red River Avenue, that there is a negative posting on the internet about the City of Cold Spring, that there should be social gatherings for new residents, that the Farmers Market should extend their hours, and that there be a listing of which businesses are inside each building.

### **APPROVAL OF THE AGENDA**

MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO APPROVE THE AGENDA OF THE APRIL 14, 2015 CITY COUNCIL MEETING. MOTION PASSED 4-0.

### **CONSENT AGENDA**

A. Minutes – March 24, 2015

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE THE MINUTES OF THE MARCH 24, 2015 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 4-0.

B. Accept Resignation of Firefighter Steve Dingmann

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO ACCEPT THE RESIGNATION OF FIREFIGHTER STEVE DINGMANN AND THANK HIM FOR HIS DEDICATED SERVICE. MOTION PASSED 4-0.

C. One-Day Bingo License, Cold Spring Home Pride Lions

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE FORM LG240B APPLICATION TO CONDUCT EXCLUDED BINGO FOR THE COLD SPRING HOME PRIDE LIONS FOR BINGO TO BE HELD FRIDAY, JULY 24, 2015 AT THE 200 BLOCK OF MAIN STREET DURING HOMETOWN PRIDE DAYS. MOTION PASSED 4-0.

D. Resolution 2015-06 Approving a Summary Publication

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE RESOLUTION 2015-06, A RESOLUTION AUTHORIZING A SUMMARY PUBLICATION OF ADOPTION OF ORDINANCE NO. 333. MOTION PASSED 4-0.

E. Approval of Off-Premises Permit for the American Legion Post 455

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE AN OFF-PREMISES PERMIT TO SELL INTOXICATING LIQUOR FOR THE AMERICAN LEGION POST 455 FOR MAY 16, 2015 AT THE OLD GLORY RUN, TO BE HELD AT THE COLD SPRING BASEBALL PARK. MOTION PASSED 4-0.

F. Approval of Street Closure for Old Glory Run, May 16, 2015

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO ACCEPT THE RECOMMENDATIONS OF THE ACTING CITY ADMINISTRATOR, POLICE CHIEF AND PUBLIC WORKS DIRECTOR AND APPROVE AS SUBMITTED THE REQUEST FOR STREET CLOSURE FOR THE “OLD GLORY RUN” ON SATURDAY, MAY 16, 2015; FURTHERMORE, THAT SAID APPROVAL IS CONTINGENT UPON THE APPROVAL OF STEARNS COUNTY. MOTION PASSED 4-0.

### **ROCORI ACTION PACKS PRESENTATION – DEBBIE NELSON**

Debbie Nelson gave the Council a presentation on the Rocori Action Packs program which was started in September of 2014. The program provides weekend food to approximately 61 Rocori elementary school students and is funded through donations.

**DISCUSSION OF NOISE ISSUE ON HIGHWAY 23**

The Council discussed that Councilor Heinen had recently been approached about an undated petition that had been signed by 37 residents requesting that measures be taken to reduce the level of noise coming off of Highway 23. Dockendorf stated that Hetland had passed this petition along to Senator Fischbach and Representative Howe to see if they could provide assistance. In December of 2014 the City received a response from MnDOT stating that they could install signs on the highway provided the City has an enforceable noise ordinance, the Chief of Police provides a letter agreeing to enforce the ordinance, a permit request is submitted to MnDOT, and the City pays for the signs and installation. Several members of the Council stated that some portion of the noises can be attributed to tires and motorcycles, perhaps more than that of semi-trucks jake braking. Chief Boucher agreed that in the few months of the year that there are no leaves on the trees that the noise is more noticeable. The Council directed staff to find out the cost of the signs and bring it back to the next meeting.

**APPROVAL OF JOINT RESOLUTION FOR ANNEXATION**

Dockendorf stated that the attorney for Wakefield Township has approved the drafted resolution to annex the property owned by Eric and Tanya Leither at 22249 Patch Lake Road. The resolution provides a payment to Wakefield Township in the amount of \$2,071. The resolution will be on the May agenda for Wakefield Township for approval. MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE A JOINT RESOLUTION FOR DESIGNATION OF CERTAIN LAND AND IMMEDIATE ANNEXATION OF ENTIRE DESIGNATED AREA OF ERIC AND TANYA LEITHER PROPERTY. MOTION PASSED 4-0.

**ACCEPT RESIGNATION OF JOSEPH WARREN**

Councilor Ramler thanked Joseph Warren for his service on the Economic Development Authority. MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO ACCEPT THE RESIGNATION OF JOSEPH WARREN FROM THE EDA, TO THANK HIM FOR HIS SERVICE, AND TO APPROVE ADVERTISING FOR HIS POSITION. MOTION PASSED 4-0.

**CHIEF OF POLICE REPORT, CHRIS BOUCHER****A. General Update**

Chief Chris Boucher provided an update to the Council on the call statistics for January and February, and other various activities the Police Department has been participating in.

**B. Approval to Dispose of Abandoned/Found Property**

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE OF THE DISPOSAL OF 2 PIONEER SPEAKERS WITH NO SERIAL NUMBER, A SONY CD PLAYER WITH NO SERIAL NUMBER, AND A PANASONIC CD PLAYER WITH NO SERIAL NUMBER. MOTION PASSED 4-0.

**C. Approval to Sell Abandoned/Found Property by Sealed Bids**

MOTION WAS MADE BY KNAPP, SECONDED BY HEINEN, TO APPROVE THE ADVERTISING AND SALE OF ABANDONED/FOUND PROPERTY BY SEALED BIDS. MOTION PASSED 4-0.

**PUBLIC WORKS REPORT****A. Approve Re-Hiring Part-Time Seasonal Parks Employees**

Hoeschen stated that there are several seasonal workers from last year that are able to return to work this summer. MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO APPROVE THE RE-HIRING OF JOSH SCHRODEN AT A PAY RATE OF \$7.76 PER HOUR, MASON RUEGEMER AT A PAY RATE OF \$8.00 PER HOUR AND CALVIN KALTHOFF AT A PAY RATE OF \$8.00 PER HOUR AS PART-TIME SEASONAL PARKS EMPLOYEES. MOTION PASSED 4-0.

**B. Approve Advertising for Part-Time Seasonal Parks Employee at the Baseball Park**

Hoeschen stated that there is an additional position that will need to be filled for a seasonal parks worker that will work primarily at the Cold Spring Baseball Park. MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE THE ADVERTISING FOR ONE ADDITIONAL PART-TIME SEASONAL PARKS WORKER FOR PRIMARILY AT THE BASEBALL PARK. MOTION PASSED 4-0.

### C. Pump Repair

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE THE REBUILDING OF A PUMP FOR THE WASTEWATER TREATMENT FACILITY FROM RAPIDS PROCESS EQUIPMENT, INC., AT AN APPROXIMATE COST OF \$7,620.63; FURTHERMORE, TO BE PAID FROM LINE ITEM 14-70-72-6313. MOTION PASSED 4-0.

### D. Approve Advertising for a Part-Time Administrative Assistant for Public Works

Hoeschen stated that the Public Works part-time office position has remained empty since Julie Zimmerman resigned over a year ago. He stated that there are many office projects that he could use assistance with weekly and there is money budgeted for this position. He recommended a proposed wage of \$13.46 per hour for 6 hours a week for the remainder of the year.

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE ADVERTISING FOR A PART-TIME ADMINISTRATIVE ASSISTANT FOR THE PUBLIC WORKS DEPARTMENT AT A PAY RATE OF \$13.46 PER HOUR FOR SIX HOURS A WEEK. MOTION PASSED 4-0.

### E. Well Drilling

Hoeschen stated that he is still waiting for approval from the Minnesota Department of Health to pump a test well. He stated that they used a roto sonic rig to get a core sample to see the exact types of soils in the ground, which will help determine the type of screen they will use when drilling.

### F. Discuss Job Descriptions/Kathleen Murphy

Hoeschen stated that he hopes to start updating job descriptions for the positions in the Public Works Department. He stated that he would like to get some more structure in the department and offered to email his plan to the Council. The Council indicated that staff should contact Kathleen Murphy to begin the process of updating the job descriptions for all City departments.

### G. SRTS Grant

Hoeschen reported that the City has been successful with their federal grant application for Safe Routes to School. Mayor Thelen requested that at the next meeting a slide show be presented on the Safe Routes to School project.

### H. Clean Water Fund Grant

Hoeschen reported that the City has been successful in obtaining a Clean Water Fund grant. Hoeschen explained that the grant will provide for several small scale infiltration systems in the southwest portion of town that drains into the trout stream. It was requested that a presentation be done at the next meeting to show what exactly the project will entail.

### I. Potential Solar Project

Hoeschen stated that he has been in contact with Jim Losleben from tenKsolar, over the last six months, on a potential community solar array to help reduce the energy costs for the City, mainly at the wastewater treatment plant. He said that the solar array would feed into the Xcel Energy system and that five participants are needed to use the energy generated. He stated that 3 acres would be needed for the solar garden. He requested that the Council allow a presentation from Jim Losleben on a potential project, the Council indicated it should be in four weeks.

### J. Water System Flushing

Hoeschen stated that they are planning on flushing the water system on May 20, 21, and 22<sup>nd</sup>.

### K. Baseball Park Light Tower Painting

Hoeschen stated that since the light tower is laying down, now is the optimal time to paint it. He said the cost of painting it would be twice as expensive when it is erect. He stated that painting the tower was not in the budget, but perhaps the funds could be advanced from the General Fund, and next year it could be added to the Parks budget. MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO ADVANCE THE FUNDS TO THE PARKS BUDGET TO PAINT THE LIGHT TOWER WHILE IT IS DOWN, AT A COST NOT TO EXCEED \$3,900. MOTION PASSED 4-0.

## **CITY ENGINEER REPORT**

### **A. Accept Bids and Award Contract, 2015 Capital Improvements – Resolution 2015-07**

Lintgen stated that for the 2015 Capital Improvements project there were six bids submitted and the low bid was submitted by Kraemer Trucking & Excavating, Inc. in the amount of \$249,474.63. The engineer's estimate was \$270,000.

**MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO ADOPT RESOLUTION 2015-07, A RESOLUTION ACCEPTING BIDS AND AWARDING A CONTRACT FOR THE "2015 COLD SPRING CAPITAL IMPROVEMENTS". MOTION PASSED 4-0.**

### **B. CSAH 2/Red River Avenue Update**

Lintgen stated that the Feasibility Report will be completed in early June. He stated he will be doing a radio show on WJON about this project.

## **UPDATES FROM MAYOR THELEN**

### **A. Requirements for Membership on City Boards**

Dockendorf explained that she responded directly to the inquiry about this matter through email, but for the rest of the Council and the public, the requirement to be on the Park Board and Planning Commission is that you are eligible to vote in the City, which means that you must be a resident. For the EDA the requirement is that you either live in the City or own a business in the City.

### **B. Civil Court Case – Johnson Case**

Thelen stated that the City will be participating in mediation on April 15, 2015 as required by the scheduling order of the court.

### **C. Rocori Trail Construction Board (RTCB)**

Thelen stated that there had been no objections by businesses on removing the railroad tracks from Rockville to Cold Spring. He reiterated that the RTCB is requesting that the three cities of Cold Spring, Richmond and Rockville, contribute their original investment of \$20,000, which had previously been returned to the City, to the Rocori Trail Construction Board for Phase 3 of the project.

**MOTION WAS MADE BY THELEN, SECONDED BY KNAPP, TO CONTRIBUTE \$20,000 BACK TO THE ROCORI TRAIL CONSTRUCTION BOARD. MOTION PASSED 4-0.**

### **D. March 31, 2015 Workshop**

Thelen stated that during the workshop meeting the question was posed to the audience of builders, lenders, realtors, etc. as to how the City can help them. He stated that he would like to refer the items that were discussed to the Planning Commission and EDA for discussion and recommendations. The items are the cost of building permits, and the assessments for the tax-forfeited lots in the Blue Heron Heights Additions.

### **E. GNP Company Annexation**

Thelen stated that on March 30<sup>th</sup> the GNP Company annexation was completed.

### **F. EDA Meetings**

Thelen stated that Dan Steil, Executive Director for the EDA, asked if it would be okay for Kris Dockendorf, the Acting City Administrator to attend the EDA meetings. The Council stated that would be fine.

## **DISCUSS CRITERIA FOR COUNCIL MEETING OPEN FORUM**

Mayor Thelen asked the Council if there is some criteria that the Council would like to establish to determine who gets to speak for only three minutes at the open forum and who should be able to be on the agenda. The Council felt that it was working well the way it was and that things should continue as they have in the past, that if someone calls City Hall and requests to be put on the agenda, they can be put on the agenda.

**LIST OF BILLS AND ADDITIONS**

MOTION WAS MADE BY HEINEN, SECONDED BY RAMLER, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$165,362.45 AND SUPPLEMENTAL LIST TOTALING \$50,826.24 PRESENTED BY CITY STAFF. MOTION PASSED 4-0.

**GENERAL QUESTIONS AND COMMENTS FROM CITY COUNCIL OR PUBLIC**

Councilor Ramler stated that when he met with Wakefield Township on the recent annexation, representatives from the Township wanted to let the City Council know that they are invited to attend the Township Board meetings. He stated that the Wakefield Township, Clerk Heidi Stalboerger, has been attending the City Council meetings for the last couple of months. He suggested that a City Council member be appointed as a liaison to attend the Wakefield Township Board meetings to foster a better relationship with the Township. The Council agreed to think it over to consider if there is a benefit to it and bring it back for a decision in four weeks.

**ADJOURN**

MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO ADJOURN AT 8:18 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 4-0.

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Robert R. Thelen, Mayor

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Kris Dockendorf, Acting City Administrator