

WEDNESDAY, APRIL 23, 2025 COLD SPRING CITY COUNCIL MEETING MINUTES

The meeting was called to order by Mayor Dave Heinen at 5:00 p.m. The following City Council members were found to be present: Mayor Dave Heinen and Council Members Mike Fall, Ryan Hennen, Fran Ramler and Doug Schmitz. Absent: None. Others present: Kris Dockendorf, Sam Butler, Jon Stueve, Scott Bender, Andy Juelich, Shannon Bertram and Joe Jelovnick.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO APPROVE THE AGENDA OF THE APRIL 23, 2025 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

CONSENT AGENDA

A. Minutes – April 9, 2025 Regular Meeting

B. Resolution No. 2025-09, a Resolution Approving Annual Liquor and Tobacco Licenses

MOTION WAS MADE BY RAMLER, SECONDED BY HENNEN, TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED 5-0.

FINAL PLAT OF SPARTAN FIELDS

Shannon Bertram was present as one of the developers for Spartan Fields. Councilor Hennen stated that the Planning Commission had reviewed the request and recommended approval with the conditions noted. MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO APPROVE RESOLUTION NO. 2025-8, A RESOLUTION APPROVING THE FINAL PLAT OF SPARTAN FIELDS. MOTION PASSED 5-0.

REZONING REQUEST – COLD SPRING BREWING COMPANY

Scott Bender and Andy Juelich from Cold Spring Brewing Company were present for the rezoning request for office space in the former single family residential building. Councilor Hennen stated that the Planning Commission had discussed the rezoning request and that rezoning to C-1 would provide a good transition from R-1 to the south and C-2 to the north of the property. Councilor Schmitz inquired about the historical registry for the property and Dockendorf explained that the rezoning does not change the registry, it would take something major to lose that designation.

MOTION WAS MADE BY RAMLER, SECONDED BY SCHMITZ, TO APPROVE ORDINANCE NO. 425, APPROVING A REZONING FOR COLD SPRING BREWING COMPANY FROM R-1 LOW DENSITY RESIDENTIAL TO C-1 DOWNTOWN COMMERCIAL. MOTION PASSED 5-0.

PUBLIC WORKS DIRECTOR REPORT

A. Maintenance Building Change Order No. 1

Stueve explained that there was a mistake on drawings for the Maintenance shop with regard to the scale on the plan set for the bituminous area. He stated this has resulted in a much larger area needing to be paved and therefore an increase in the project cost for it. He stated that the contractor bidding the job missed the error too and is giving a \$10,000 discount for the paving cost, from \$44,100, to \$34,100. Councilor Schmitz expressed his frustration on such an error and stated that it might have determined whether they went forward with the project or not. Councilor Fall questioned whether that entire area needed paving or if class 5 could be used instead, since there are many streets that could use new pavement that all residents would benefit from for that amount of money.

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO APPROVE CHANGE ORDER NO. 1 FOR THE MAINTENANCE BUILDING PROJECT IN THE AMOUNT OF \$34,100.00 FOR THE BITUMINOUS PAVING CHANGE IN SCALE. ROLL CALL VOTE: AYES – HEINEN, HENNEN, RAMLER, NAYES – SCHMITZ AND FALL. MOTION PASSED 3-2.

B. Maintenance Building Change Order No. 2

Stueve stated that when designing the new Maintenance Shop, it was overlooked that the current staff parking would need to be relocated. He proposed making a staff parking area to the north of the Public

Works Building. He stated this area is currently black dirt and grass and first proposed it be replaced with pavement which would cost \$29,880.00, but modified that request to instead be Class 2 crushed granite at a cost of \$15,350.00.

MOTION WAS MADE BY RAMLER, SECONDED BY HENNEN, TO APPROVE CHANGE ORDER NO. 2 FOR THE MAINTENANCE BUILDING PROJECT IN THE AMOUNT OF \$15,350.00 FOR CONSTRUCTION OF AN EMPLOYEE PARKING LOT. MOTION PASSED 5-0.

C. Hire Temporary Part-time Park Employee

Stueve explained that this position was approved during the budget discussions. Councilor Schmitz stated he had a hard time approving a five dollar an hour pay increase for an employee, going from a previous wage of \$18.00 to now being \$23.00 per hour.

MOTION WAS MADE BY HENNEN, SECONDED BY RAMLER, TO APPROVE HIRING MARK MIX AS A TEMPORARY PART-TIME PARKS EMPLOYEE FOR UP TO 32 HOURS PER WEEK, FOR THE PERIOD OF MID-APRIL THROUGH MID-OCTOBER, TO BE PAID AT GROUP 3, STEP 0 OF THE PAY SCALE. ROLL CALL VOTE – AYES, HEINEN, HENNEN AND RAMLER, NAYES, SCHMITZ AND FALL. MOTION PASSED 3-2.

D. Updates

Stueve discussed the budget for the Maintenance Shop project and how there have been some change orders increasing the cost, there have also been some items that came in lower than estimated. Councilor Fall discussed a concern about rocks being dumped on the new pavement on 2nd St N. He also inquired about a rubber strip for the roundabout so that trailers don't bounce.

CITY ENGINEER REPORT

A. 2025 Main Street Surface Improvements

Butler stated that materials testing needs to be done for the project and presented the low quote from ITT at \$5,685.00.

MOTION WAS MADE BY SCHMITZ, SECONDED BY FALL, TO APPROVE THE QUOTE FROM ITT FOR MATERIAL TESTING FOR THE 2025 MAIN STREET SURFACE IMPROVEMENTS PROJECT IN THE AMOUNT OF \$5,685.00. MOTION PASSED 5-0.

B. Project Updates

Butler stated that work will be on the Main Street project the first week of May and that newsletters have been sent to residents in the neighborhood. He stated that punch list items are being worked on for the Lift Station No. 1 Rehabilitation, Backwash Tank, and River Links Addition. He stated that Rockville has suggested revisions to the cost sharing agreement for the flow and loading now that Stickney Hills is no longer contributing their waste to Rockville.

CITY ADMINISTRATOR REPORT

A. Negotiations with Police Union

Dockendorf stated that the employee contracts will expire at the end of this year. She had received a request from the police union representative to start negotiations. She inquired which Council members would like be assigned to it.

MOTION WAS MADE BY FALL, SECONDED BY RAMLER, TO APPOINT COUNCIL MEMBERS SCHMITZ AND HENNEN, TO THE EMPLOYEE CONTRACT NEGOTIATIONS COMMITTEE. MOTION PASSED 5-0.

B. Schedule Workshop to Interview Architect Firms

Dockendorf explained that Councilors Fall and Ramler along with four staff members interviewed six architect firms, and narrowed the selection down to three firms to be interviewed by the full Council.

Councilor Fall stated that he and Councilor Ramler felt that four firms should be interviewed but due to

their being four staff members voting, who selected only three, the Council members were outnumbered. Councilor Schmitz inquired whether there should only be two members of staff on this subcommittee. Discussion went on about when to hold the interviews of the architect firms and whether they would be given a half hour or forty-five minutes to present. The Council agreed on holding the workshop meeting to interview firms at 5 p.m. on Wednesday, May 7, 2025 and to limit each firm’s presentation to thirty minutes. Councilor Fall stated that Councilor Ramler suggested establishing an upfront budget for the remodel project which should communicated to these firms. The entire Council agreed on capping the amount of the remodel project at \$4 million.

MOTION WAS MADE BY RAMLER, SECONDED BY SCHMITZ, TO ESTABLISH A BUDGET OF \$4 MILLION FOR THE CITY HALL COMPLEX REMODEL PROJECT. MOTION PASSED 5-0.

C. Discuss Purchasing Policy

Dockendorf stated that the City’s purchasing policy for department heads is more restrictive than what is required by the State Auditor. She gave an example of city policy requiring quotes for any purchases above \$2,500, where the state requires quotes for projects over \$25,000. The Council discussed the dollar amounts for the tiers consisting of quotes not required, and two quotes required and Council approval. Stueve stated that they generally get quotes for most purchases, especially if they are not familiar with the items being purchased. Councilor Fall stated he believed no change was necessary to the policy. Councilor Schmitz stated that by getting quotes it satisfies the Council responsibility for checks and balances. Councilor Hennen stated that costs for everything has increased and suggested that instead of a \$2,500 threshold, maybe it should be changed to \$7,500. Due to the discussion being lengthy and no consensus, the Council agreed to revisit the topic at a future meeting.

D. Other

Dockendorf stated that all the funding requests have been submitted through the application portals for congressional spending.

COMMISSION UPDATES

A. Planning Commission

Councilor Hennen stated that Spartan Fields Final Plat had been discussed and approved. He stated they also approved the rezoning request for Cold Spring Brewing Company. He also stated that they had a discussion on driveway widths at the right of way.

B. EDA

Councilor Ramler stated that Victoria Fall was the Chairperson for the meeting since others were absent. He stated they discussed McDonalds, city signs, and meeting with businesses. They also discussed the Chamber Expo.

C. Park Board

There was no Park Board meeting, they will be meeting in May.

D. Rocori Trail

Dockendorf stated that maintenance issues were discussed.

LIST OF BILLS AND ADDITIONS

MOTION WAS MADE BY RAMLER, SECONDED BY HENNEN, TO REVIEW AND ACCEPT PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$110,736.94 AND SUPPLEMENTAL LIST TOTALING \$19,088.14 AS PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

WORKSHOP SESSION TO DISCUSS FIRE CONTRACTS

Discussion was held on the changes the Council would like to make to the next fire contract with the townships in regards to paying for capital expenditures. The Council directed the Administrator to red-line the contract to include a “Charge Per Call” that would cover the township’s share of the building payment, and to use the same formula for this charge that is used to divide up the operating expenses each year, and then bring the contract amendments back to the next council meeting.

ADJOURN

MOTION WAS MADE BY SCHMITZ, SECONDED BY FALL, TO ADJOURN AT 7:11 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

Dave Heinen, Mayor

Kris Dockendorf, City Administrator