

## **THURSDAY, MAY 21, 2015 COLD SPRING CITY COUNCIL SPECIAL MEETING MINUTES**

Mayor Bob Thelen called the meeting to order at 6:30 p.m. The following members were found to be present: Mayor Bob Thelen, Council Members Fran Ramler, Jan Dingmann, and Jayme Knapp. Others present: Kris Dockendorf, Paul Hoeschen, and Dan Steil. Dave Heinen arrived at 6:53 p.m.

### **APPROVAL OF THE AGENDA**

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE THE AGENDA OF THE MAY 21, 2015 SPECIAL CITY COUNCIL MEETING. MOTION PASSED 4-0.

### **STRUCTURE OF PUBLIC WORKS DEPARTMENT**

Paul Hoeschen told the Council that he received an offer from the City of Sauk Centre for a position there, and he feels it's important to restructure our Public Works department, whether or not he gets the job in Sauk Centre. Paul proposed splitting everyone in Public Works into two departments. One would be Water/Wastewater and the other would be Streets/Parks/Storm Water. He further proposed that each department would have its own supervisor, and those two supervisors would report to the Public Works Director. The Council asked Kris Dockendorf to check with the City attorney whether we can promote our current employees into the two supervisor positions without advertising for openings.

Much discussion was held on various chain of command structures, including whether or not the Public Works Director needs to be a licensed operator and what positions would need to be filled with the different scenarios.

Further discussion was held on Shawn Garding's position. Paul stated that Shawn is a Public Works Technician I, and all the other employees in Public Works are either a Technician II or Technician III. Paul recommended promoting Shawn to a Technician II since he operates the same equipment and does the same level of work as a Technician II. The council asked Dockendorf to verify with the City attorney if we can move a current employee into a higher pay group and if we can, to put approval on the May 26, 2015 council agenda to move Shawn Garding into Pay Group 4, Step 6.

Also discussed was the two current open positions in Public Works, and how the work is getting done without them. Paul reported that they have a lot of part-time help right now and are getting by, but that it would be good to start by replacing Jason Zimmerman and hiring a Public Works Technician II for that position. The Council asked Hoeschen to start the process of filling this position so that we can get another full-time employee in place soon.

The Council further requested that Hoeschen draw on paper a tier system of the structure he is proposing, and that Dockendorf provide a cost estimate of the new structure, for discussion at the next Council meeting.

### **DISCUSSION ON SEWER RATES**

Hoeschen explained that we need to review the contract with the City of Rockville, as the system being used to calculate their rates doesn't seem to be as fair as it used to be. The Council asked Hoeschen and Dockendorf to review the rates and look at possibly adding something to cover depreciation. After that we should set up a joint meeting of the two City Councils to review the proposal.

### **FINANCE AND ACCOUNTING WORKSHOP**

It was decided to postpone this discussion to a future meeting in June or July.

### **ADJOURN**

MOTION WAS MADE BY DINGMANN, SECONDED BY HEINEN, TO ADJOURN AT 9:13 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