

## **TUESDAY, MAY 26, 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, Council Members Fran Ramler, Jan Dingmann, Dave Heinen and Jayme Knapp. Others present: Kris Dockendorf, Jeremy Mathiasen, Paul Hoeschen, Wayne Cymbaluk, Frank Rajkowski, Chris Boucher, Melissa Boucher, Heidi Stalboerger, Dan Steil, JoAnn Thelen, Jim Eiyneck, Christi Hoffman, Jason Spoden, Eric Boucher and Angie Mueller.

### **APPROVAL OF THE AGENDA**

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE THE AGENDA OF THE MAY 26, 2015 CITY COUNCIL MEETING. MOTION PASSED 5-0.

### **CONSENT AGENDA**

#### **A. Minutes – May 12, 2015**

MOTION WAS MADE BY KNAPP, SECONDED BY HEINEN, TO APPROVE THE MINUTES OF THE MAY 12, 2015 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

#### **B. Approve of Closing Fund 36**

MOTION WAS MADE BY KNAPP, SECONDED BY HEINEN, TO APPROVE THE CLOSING OF FUND 36 (GRAINERY TIF) EFFECTIVE 1-1-15 AND TO TRANSFER THE REMAINING BALANCE OF \$14,915.08 TO FUND 33 “FUTURE CAPITAL IMPROVEMENTS”. MOTION PASSED 5-0.

### **REVIEW OF 2014 AUDITED FINANCIAL STATEMENTS, NANCY SCHULZETENBERG, KDV AUDITOR**

Nancy Schulzetenberg from KDV presented the 2014 Audited Financial Statements. She stated that they have provided an unmodified opinion and that is the best that they can offer because they prepare the financial statements. There were no legal compliance findings, but there were two internal control findings for lack of segregation of accounting duties. She explained that these two findings are common in cities of this size since there are overlapping duties due to the small number of employees. She went on to explain the financial statements and advised the Council to continue to monitor the funds with negative balances and the cash balances. Mayor Thelen stated that the Council will be meeting in August to develop a plan to reduce the debt from the Blue Heron Heights and the Business Park without raising taxes.

MOTION WAS MADE BY DINGMANN, SECONDED BY RAMLER, TO APPROVE THE 2014 AUDITED FINANCIAL STATEMENTS AS PRESENTED. MOTION PASSED 5-0.

### **PUBLIC HEARING TO AMEND ZONING ORDINANCE**

Mayor Thelen opened the public hearing at 7:00 pm. Dockendorf explained that a public hearing is required for a zoning ordinance change. She stated that at a previous meeting the Council had indicated they were in favor of amending the zoning ordinance to change the front yard setback in the residential district to a minimum of 25 feet and a maximum of 40 feet. Dingmann added that since specific developments and cul de sacs were already allowed this varied setback, the amendment would now allow the varied front yard setback for all residential lots. Mayor Thelen closed the hearing at 7:03 pm after hearing no further discussion.

MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO ACCEPT THE RECOMMENDATION OF THE PLANNING COMMISSION AND APPROVE ORDINANCE NO. 338, AN ORDINANCE AMENDING THE FRONT YARD SETBACK REQUIREMENTS IN THE R-1 ZONING DISTRICT. MOTION PASSED 5-0.

### **APPROVE STORMWATER GRANT AGREEMENT**

Wayne Cymbaluk from Stearns County Soil and Water Conservation District presented the contract for the stormwater grant agreement. He stated that they will quickly identify the locations for the catch basins, complete the final design and then complete construction by the end of the summer. He stated that there will be some routine maintenance needed from the City on the basins as they will need to periodically vac out sumps and back flush the clean outs.

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE ENTERING INTO A CONTRACT WITH THE STEARNS COUNTY SOIL AND WATER CONSERVATION DISTRICT FOR THE SOUTHWEST INFILTRATION PROJECT, AND TO PAY \$32,137.50 TOWARDS THE TOTAL PROJECT COST OF \$171,312.50. FURTHERMORE, TO PAY FOR THE CITY’S SHARE OF THIS PROJECT OUT OF THE STORMWATER FUND. MOTION PASSED 5-0.

**EVENT APPROVAL FOR GRANITE COMMUNITY BANK & OFF PREMISES PERMIT FOR SIDE BAR**

Jim Eiyenk from Granite Community Bank explained that they are planning a block party on July 16<sup>th</sup> where they will be auctioning off ten pairs of VIP Firefest tickets. He stated that the money raised from the sale of the tickets will be put in their Endowment Fund which is managed by the Rocori Community Foundation.

MOTION WAS MADE BY DINGMANN, SECONDED BY KNAPP, TO APPROVE AN OUTDOOR EVENT IN THE GRANITE COMMUNITY BANK'S PARKING LOT FOR A FIREFEST VIP TICKET AUCTION AND BLOCK PARTY ON THURSDAY, JULY 16, 2015 FROM 4:30 – 7:00 P.M. FURTHERMORE, TO APPROVE AN OFF PREMISES PERMIT TO SELL INTOXICATING LIQUOR FOR THE SIDE BAR & GRILL FOR JULY 16, 2015 AT THE GRANITE COMMUNITY BANK, TO BE HELD IN THE PARKING LOT, CONTINGENT ON THEM PROVIDING LIQUOR LIABILITY INSURANCE FOR THEMSELVES COVERING THIS EVENT AT THIS LOCATION. MOTION PASSED 5-0.

**DISCUSS HOUSING STUDY**

Dan Steil from the EDA explained to the Council that staff had met with a developer interested in building apartments but the developer had requested that the City do a limited scope housing study to determine the specific type of housing needed. Steil stated that the EDA had discussed it and denied the developer's request, stating that if the developer wanted the study they should pay for it themselves. The Council discussed that at the March workshop they had heard from developers, realtors and contractors wanting to know what the Council's vision is for the City. It was suggested that the Initiative Foundation may be able to provide assistance for a housing study or that the City seek several other major partners to help pay for the study which would range between \$7,000-\$13,000. The Council also suggested that the Planning Commission provide feedback on the City paying for a Housing Study.

**PUBLIC WORKS REPORT****A. Approve the Public Works Chain of Command**

Hoeschen explained that as the department has expanded it has become difficult to supervise all of the staff and provided a proposal for restructuring the Public Works Department. Two scenarios were presented with the major difference in the two being that in one the Public Works Director would not have water/wastewater qualifications. Hoeschen explained that if he were to leave, and the new Public Works Director did not have water/wastewater qualifications, then a water/wastewater operator would need to be hired. Discussion was offered but no decision was made on the proposal.

**B. Approve Creating New Job Descriptions**

Hoeschen reported that as part of the restructuring he would like to create two supervisors, one for Water/Wastewater and another for Streets/Parks. Mayor Thelen suggested that the positions be temporary for one year. The Council was supportive of creating the two supervisor positions.

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE CREATING NEW JOB DESCRIPTIONS FOR A WATER/WASTEWATER SUPERVISOR AND A STREETS/PARKS SUPERVISOR. MOTION PASSED 5-0.

**C. Approve Hiring of Part-Time Administrative Assistant for Public Works**

Hoeschen stated that there were six applicants and that four were interviewed. He recommended hiring Megan Matt for the position and that her start date would be May 27, 2015. He added that he would initially like to spend more hours with her to get her acclimated and then could reduce her hours later in the year to stay within the budget.

MOTION WAS MADE BY DINGMANN, SECONDED BY KNAPP, TO APPROVE THE HIRING OF MEGAN MATT AS PART-TIME ADMINISTRATIVE ASSISTANT FOR PUBLIC WORKS, TO START AT GROUP TWO, STEP ZERO OF THE PAY SCALE. MOTION PASSED 5-0.

**D. Approve Promotion of Shawn Garding**

Hoeschen stated that Shawn Garding's job title is Public Works Technician I. Hoeschen explained that Garding operates the same equipment that other staff do and that his job title should match the work that he does, therefore he should be promoted to Public Works Technician II.

MOTION MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE THE PROMOTION OF SHAWN GARDING FROM PUBLIC WORKS TECHNICIAN I TO PUBLIC WORKS TECHNICIAN II, TO START AT GROUP FOUR, STEP SIX OF THE PAY SCALE STARTING ON MAY 27, 2015. MOTION PASSED 5-0.

E. Approve Proposal for Painting

MOTION WAS MADE BY RAMLER, SECONDED BY DINGMANN, TO APPROVE THE PROPOSAL FROM A+ PAINTING, FOR SEVERAL PROJECTS AT THE WASTEWATER TREATMENT FACILITY IN THE AMOUNT OF \$9,002, WITH THE FUNDS TO BE DRAWN FROM LINE ITEM 14-70-72-6313. MOTION PASSED 5-0.

F. Approval to Rebuild Mixer

MOTION WAS MADE BY DINGMANN, SECONDED BY RAMLER, TO APPROVE THE REBUILDING OF A MIXER AT A COST NOT TO EXCEED \$6,500. MOTION PASSED 5-0.

**POLICE CHIEF REPORT, CHRIS BOUCHER**

A. Appoint Hiring Committee for Full-Time Position

Boucher explained that two part-time officers, Anita Henningsgaard and Chad Vogt had submitted letters of interest for the open full-time position. He stated that he would like to have an appointment to the open full-time position by July 1<sup>st</sup>.

MOTION WAS MADE BY RAMLER, SECONDED BY DINGMANN, TO APPOINT COUNCILOR RAMLER AND COUNCILOR KNAPP TO SERVE ON THE INTERVIEW COMMITTEE FOR THE FULL-TIME POLICE OFFICER POSITION, ALONG WITH TWO REPRESENTATIVES FROM THE CITY OF RICHMOND, AND THE CHIEF OF POLICE. MOTION PASSED 5-0.

B. Discuss Golf Cart Ordinance

Boucher explained that Stearns County has updated their ordinance on golf carts operating on county roadways. If the city wants to participate under this ordinance they must submit their official request, collect permit information and report on the permits annually. Boucher stated that there are a few residents that use golf carts on the roads but there haven't been any problems within the City. After some discussion the Council decided to take no action on the matter.

C. Discuss Police Chief Contract

The Council stated that a job performance evaluation should be completed before approving the contract for another year. They directed the Acting City Administrator to complete the evaluation and that they would then discuss approving the contract at their next meeting.

**LIST OF BILLS AND ADDITIONS**

MOTION WAS MADE BY KNAPP, SECONDED BY HEINEN, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$44,949.69 AND SUPPLEMENTAL LIST TOTALING \$89,951.10 PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

**ADJOURN**

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO ADJOURN AT 8:41 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