

WEDNESDAY, MAY 28, 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, Jason Blum, Nancy Schulzetenberg, Dan Kurowski, Nate Bell and Joe Jelovnick.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY HENNEN, SECONDED BY SCHMITZ, TO APPROVE THE AGENDA OF THE MAY 28, 2025 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

CONSENT AGENDA

A. Minutes – May 14, 2025 Regular Meeting

B. Cold Spring Area Baseball Inc. – Approval of Day at the Park Event and One Day Liquor License for June 21, 2025, at the Cold Spring Baseball Park

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

FIRE STATION CHANGE ORDERS

Nate Bell from Donlar Construction explained five items that were being changed on the project which included size of ceiling tiles, door hardware, countertops, marker boards and the manufacturer of electrical cord reels.

MOTION WAS MADE BY FALL, SECONDED BY SCHMITZ, TO APPROVE THE LIST OF FIVE CHANGE ORDERS FOR THE NEW FIRE STATION DATED MAY 28, 2025, WITH A TOTAL NET INCREASE OF \$3,219.00. MOTION PASSED 5-0.

PRESENTATION OF THE 2024 AUDITED FINANCIAL STATEMENTS

Nancy Schulzetenberg from BergenKDV presented the results of the recent financial audit and analysis. MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO APPROVE THE 2024 AUDITED FINANCIAL STATEMENTS AS PRESENTED. MOTION PASSED 5-0.

SEWER SERVICE CONNECTION

Resident Eric Leither at 22249 Patch Lake Road explained how ten years ago, his property was annexed into the city so that he could connect to the city water service. At that time, it was agreed that in ten years he would also connect to the sewer. He explained that his private septic system was still functioning well and explained multiple challenges of connecting to the city sewer service including distance, depth and needing to go through several other properties in order to hook up at this time, at a cost of roughly \$60,000. Staff had discussed the situation and offered a suggestion of him paying a monthly fee, but not requiring the hook up at this time. After some discussion the Council was in favor of delaying the sewer connection until such time that the service is available on the front side of his property, but that in the meanwhile he will pay the monthly service charges of \$30.

MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO ALLOW ERIC LEITHER TO CONTINUE TO USE HIS PRIVATE SEPTIC SYSTEM UNTIL SUCH A TIME THAT A CITY SEWER MAIN IS AVAILABLE TO CONNECT TO ON THE EAST SIDE OF HIS PROPERTY. MOTION PASSED 5-0.

CONSTRUCTION MANAGER FOR REMODEL

Dockendorf explained that the building remodeling committee has selected an architect and the next step will be to hire a construction manager. The Council discussed the options available including a Construction Manager at Risk or Construction Manager as Advisor, and whether to do requests for proposals or to hire Donlar, and lastly, whether or not to let the Construction Manager to bid on the project. After discussion the Council came to the conclusion that since this is a remodeling project and will likely be more of a challenge than a new build, that they would go with a Construction Manager at Risk.

MOTION WAS MADE BY FALL, SECONDED BY SCHMITZ, TO HIRE A CONSTRUCTION MANAGER AT RISK FOR THE CITY HALL AND POLICE DEPARTMENT REMODEL PROJECT, AND TO SEND OUT REQUESTS FOR PROPOSALS FOR CONSTRUCTION MANAGER FIRMS;

FURTHERMORE, TO INCLUDE IN THE RFP THAT THE CONSTRUCTION MANAGER CANNOT BID ON THE PROJECT. MOTION PASSED 5-0.

NATIVE GRASS & PRAIRIE FLOWERS REQUEST

Dan Kurowski from Habitat for Humanity explained that they are constructing a new home in Emmas Estates. He stated that there is a large slope in the rear of the property that would be unsafe to mow for the single female that is buying this house and requested that a portion of the rear yard be allowed to be native grasses and prairie flowers. He gave several examples of properties that are already doing this in Cold Spring although it violates the regulation of eight inches in height for grass and weeds. He suggested having a permitting process established to allow native and prairie flowers and regulate the management of them. He referenced a recent law change last year that requires cities to allow native landscapes HF734. The Council agreed they would refer the matter to the Planning Commission to further discuss and make a recommendation.

COST SHARE AGREEMENT WITH ROCKVILLE

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO APPROVE THE WASTEWATER TREATMENT FACILITY UPGRADE AGREEMENT WITH THE CITY OF ROCKVILLE REGARDING CAPACITY ALLOCATION AND COST SHARING, AND TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO SIGN THE AGREEMENT. MOTION PASSED 5-0.

CONSIDER ORDER TO CORRECT PUBLIC NUISANCE CONDITIONS AT 406 3RD AVE S

Dockendorf explained the issues with nuisance violations at the above property over the past two years and that the property owner is no longer responding to staff. She stated that the property owner was given notice that his property would be discussed tonight and that he is not in attendance. She stated that the City Attorney had advised of the next steps available to abate the nuisances. Councilor Schmitz inquired whether the legal fees for this issue could be assessed to the property owner, to which Dockendorf stated she would research. Discussion then led to the poor condition of the alleyway in this neighborhood which Stueve stated he would look into as well.

MOTION WAS MADE BY FALL, SECONDED BY HENNEN, TO APPROVE RESOLUTION NO. 2025-11, A RESOLUTION ORDERING CORRECTION OF PUBLIC NUISANCE CONDITIONS AT 406 3RD AVENUE SOUTH IN THE CITY OF COLD SPRING. MOTION PASSED 5-0.

PUBLIC WORKS DIRECTOR REPORT

A. Updates

Stueve stated they have sent out 55 letters to property owners about various violations including grass height, tree trimming and other related items. He stated that staff had met with Wakefield Township about the Road Agreement and learned that they may still be interested in the 3rd Avenue Southeast project, but they are waiting until after they receive the results of the bids on another project. He stated they are not in favor of the bike lane or the straightening of the road. The Council agreed they wanted the bike lane in the project.

CITY ENGINEER REPORT

A. Stantec Proposal for Spartan Fields Construction Services

Butler stated that this would be for the first phase of the development. He also stated that work is still being done on the developer agreement but that should be coming soon.

MOTION WAS MADE BY SCHMITZ, SECONDED BY FALL, TO APPROVE THE PROPOSAL FROM STANTEC FOR \$96,675.00 FOR CONSTRUCTION SERVICES FOR SPARTAN FIELDS, CONTINGENT ON SPARTAN FIELDS SIGNING A PAYMENT OF COSTS AGREEMENT. MOTION PASSED 5-0.

B. Project Updates

Butler stated that concrete work has been completed at Lift Station 1. He stated that the base course of pavement was completed today for the 2025 Main Street Project. He stated they are still waiting on a pump for the Backwash Tank project. He stated that the wear course of paving has been completed in River Links.

POLICE DEPARTMENT REPORT

A. Updates

Chief Blum discussed park hours, juvenile curfews, ordinance violations, preventing thefts and the request for people to call in if they see something suspicious. He discussed a recent scam related to jury duty and the placement of the speed truck.

CITY ADMINISTRATOR REPORT

A. Discuss Purchase Policy

Councilor Fall and Schmitz stated they did not see a need to change the current policy. Councilor Hennen stated he felt that an adjustment should be to give staff more flexibility. He suggested allowing staff to make purchases up to \$5,000 without Council approval, but that all purchases over \$2,500 must still require two quotes.

MOTION WAS MADE BY HENNEN, SECONDED BY RAMLER, TO APPROVE CHANGING THE PURCHASE POLICY TO ALLOW CITY STAFF TO PURCHASE ITEMS UP TO \$5,000 WITHOUT COUNCIL APPROVAL, BUT THAT ALL PURCHASES OVER \$2,500 MUST STILL REQUIRE TWO QUOTES. MOTION PASSED 3-2. ROLL CALL VOTE – AYES, HENNEN, HEINEN AND RAMLER, NAYES – SCHMITZ AND FALL.

B. Approve Citizen Representative to City Hall & Police Department Remodel Committee

MOTION WAS MADE BY FALL, SECONDED BY HENNEN, TO APPROVE APPOINTING DEREK HOIUM TO THE CITY HALL & POLICE DEPARTMENT REMODEL COMMITTEE AS A CITIZEN REPRESENTATIVE. MOTION PASSED 5-0.

C. Other

Dockendorf stated that the hanging flower baskets have been installed and thanked the volunteers for watering them. She stated that a ninth grade Civics class from Rocori made a visit to City Hall to speak with staff today. She stated that the Stearns County Municipal League meeting that was hosted in Cold Spring went well. Councilor Schmitz stated that after visiting with Jon at Public Works he noted several vehicles that are no longer being used by the fire and police departments. Chief Blum stated that decals are still being removed from one of the squads, another squad was having its hood swapped out, and most of them were just re-keyed, so they are in the process of readying for sale through MNBid.

MOTION WAS MADE BY SCHMITZ, SECONDED BY FALL, TO SELL ALL THE SURPLUS PROPERTY VEHICLES BY JUNE 13, 2025. MOTION PASSED 5-0.

COMMISSION UPDATES

A. Planning Commission

Councilor Hennen stated that they had a preliminary discussion with Mike Bobick regarding a parcel in River Links Addition that is currently zoned commercial to allow an apartment building. He stated they discussed driveway widths at the curb and the Habitat for Humanity native and prairie grass proposal.

B. EDA

Councilor Ramler stated that they did a business visit.

C. Park Board

Mayor Heinen stated they did a visit to Lookout Park and that Rylan Sabo showed the progress on cleaning up the parkland.

D. Rocori Trail

Councilor Schmitz stated they approved some bills and that they likely will be switching to quarterly meetings.

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 \$144,701.46 AND SUPPLEMENTAL LIST TOTALING \$86,642.78 AS PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

ADJOURN

MOTION WAS MADE BY HENNEN, SECONDED BY SCHMITZ, TO ADJOURN AT 7:03 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

Dave Heinen, Mayor

Kris Dockendorf, City Administrator