

## **TUESDAY, MAY 9, 2017 COLD SPRING CITY COUNCIL MINUTES**

The meeting was called to order by Mayor Dave Heinen at 6:30 p.m. The following City Council members were found to be present: Mayor Dave Heinen, and Council Members Jayme Knapp, Shannon Miller and Gary Theisen. Absent: Doug Schmitz. Others present: Brigid Murphy, Brian Lintgen, Jon Stueve, Nancy Schulzetenberg, Corey Donat, Paul Juergens, Bonnie Juergens, Chrissy Gaetke, Jane Kalthoff, Jason Blum, Manda Blum, Dan Weber, Dave Ruegemer, Christi Hoffman and Angie Mueller.

### **APPROVAL OF THE AGENDA**

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE THE AGENDA OF THE MAY 9, 2017 CITY COUNCIL MEETING. MOTION PASSED 4-0.

### **CONSENT AGENDA**

A. Minutes – April 25, 2017

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO APPROVE THE MINUTES OF THE APRIL 25, 2017 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 4-0.

B. Off-Site Gambling License, Cold Spring Lions Club

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO ADOPT RESOLUTION NO. 2017-20, A RESOLUTION APPROVING AN OFF-SITE GAMBLING PERMIT FOR THE COLD SPRING LIONS CLUB FOR MAY 20, 2017. MOTION PASSED 4-0.

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

MOTION WAS MADE BY MILLER, 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 28, 2017 AT THE 200 BLOCK OF MAIN STREET DURING HOMETOWN PRIDE DAYS. MOTION PASSED 4-0.

D. Sale of 1985 Chevrolet ½ Ton Flatbed Pick-Up

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO ACCEPT THE BIDS FOR THE 1985 CHEVROLET ½ TON FLATBED PICK-UP AND AWARD THE SALE OF SAID VEHICLE TO THE APPARENT HIGH BIDDER, JON STUEVE FOR \$251.00. MOTION PASSED 4-0.

E. Sale of 1990 Chevrolet ½ Ton Pick-Up

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO ACCEPT THE BIDS FOR THE 1990 ½ TON PICK-UP AND AWARD THE SALE OF SAID VEHICLE TO THE APPARENT HIGH BIDDER, JIM KASCHT FOR \$678.90. MOTION PASSED 4-0.

F. Donation of Basketball Nets, Shannon Winter

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO ADOPT RESOLUTION NO. 2017-24, A RESOLUTION ACCEPTING THE DONATION OF NEW NETS FOR THE BASKETBALL COURTS LOCATED AT THE COLD SPRING BASEBALL PARK. MOTION PASSED 4-0.

### **REVIEW OF THE 2016 AUDITED FINANCIAL STATEMENT**

Nancy Schulzetenberg from BerganKDV presented the Council with the 2016 audited financial statement. Schulzetenberg gave an overview of the revenues and expenditures for the general fund, water fund, sewer fund and stormwater fund. She also presented information on the cash and investments and fund balances. She noted the lack of segregation of accounting duties, which is unavoidable for most small cities due to the number of staff. She also noted that their firm prepared the financial statements.

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO APPROVE THE 2016 AUDITED FINANCIAL STATEMENT AS PRESENTED. MOTION PASSED 4-0.

### **ORDINANCE NO. 357 AN ORDINANCE ESTABLISHING A HERITAGE PRESERVATION COMMISSION**

Murphy explained the Planning Commission had recommended approval of the draft ordinance as it was presented, which establishes the commission. She stated that the commission would not be performing an additional review of building permits, but instead would work in an advisory role and as a resource for businesses and homeowners to

consult with if they are interested in preserving their property. The Council decided they would make a recommendation at their next meeting as to which Council member would serve on the commission. MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE ORDINANCE NO. 357, AN ORDINANCE ESTABLISHING A HERITAGE PRESERVATION COMMISSION. MOTION PASSED 4-0.

**LOCAL BOARD OF APPEAL AND EQUALIZATION TRANSFER AGREEMENT**

Murphy explained that property owners would still have the opportunity to meet locally with County staff to inquire about their property valuations. Murphy stated that all five council members would to be present to vote on the matter therefore the topic was tabled to be considered at the next meeting. MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO TABLE THE DISCUSSION TO TRANSFER THE BOARD APPEAL AND EQUALIZATION TO STEARNS COUNTY. MOTION PASSED 4-0.

**CONSIDERATION OF CHARITABLE GAMBLING LICENSE APPLICATIONS**

Murphy explained that Big Lake Aquatic Association had submitted a charitable gambling license application on time for the River Oaks Golf Course site. Corey Donat from Big Lake Aquatic Association spoke about the organization and their contributions to the community. Murphy explained that a resolution is required to approve the premises permit application for the River Oaks Golf Course site. MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE RESOLUTION NO. 2017-26, A RESOLUTION APPROVING A GAMBLING PREMISE PERMIT APPLICATION FOR BIG LAKE AQUATIC ASSOCIATION AT RIVER OAKS GOLF COURSE. MOTION PASSED 4-0.

**RESOLUTION NO. 2017-22, A RESOLUTION APPROVING THE HIRING OF JASON BLUM AS CHIEF OF POLICE**

MOTION MADE BY KNAPP, SECONDED BY THEISEN, TO APPROVE RESOLUTION NO. 2017-22, A RESOLUTION APPROVING THE HIRING OF JASON BLUM AS POLICE CHIEF EFFECTIVE THE 10<sup>TH</sup> OF MAY, 2017. MOTION PASSED 4-0.

**RESOLUTION NO. 2017-25, A RESOLUTION ACCEPTING THE QUIT CLAIM TITLE OF PARCEL NO. 48.29107.0012, LUMBER ONE, COLD SPRING INC.**

Dave Ruegamer from Lumber One of Cold Spring explained that when they developed Meadowview Addition a piece of property that was supposed to be dedicated as future roadway for 11<sup>th</sup> Avenue North was inadvertently never dedicated to the City. MOTION WAS MADE BY KNAPP, SECONDED BY THEISEN, TO APPROVE RESOLUTION NO. 2017-25, A RESOLUTION ACCEPTING PARCEL NUMBER 48.29107.0012 BY QUIT CLAIM DEED AS OWNERSHIP WILL SERVE A PUBLIC PURPOSE. MOTION PASSED 4-0.

**FIRE DEPARTMENT REPORT**

A. Approve Advertising for Firefighters

Weber explained that there are currently 28 firefighters and he would like to hire two more to bring the total number back to the full crew of 30.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE ADVERTISING TO HIRE TWO FIREFIGHTERS TO THE COLD SPRING FIRE AND RESCUE DEPARTMENT; FURTHERMORE, TO APPOINT COUNCIL MEMBER THEISEN, THE CITY ADMINISTRATOR, FIRE CHIEF, TWO OFFICERS AND ONE SUPERVISOR FROM EACH OF THE THREE SERVICED TOWNSHIPS TO THE HIRING COMMITTEE FOR THE HIRING OF TWO FIREFIGHTERS. MOTION PASSED 4-0.

B. Purchase of Five SCBA Tanks

Weber explained that the department had been awarded a grant in the amount of \$2,500 from the MN DNR to be used towards the purchase of SCBA tanks. He stated that the tanks need to be replaced every 15 years and that this will help with the rotation of the equipment.

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE THE PURCHASE OF FIVE SCBA TANKS AT A COST OF \$997 EACH FROM EMERGENCY RESPONSE SOLUTIONS FOR A TOTAL OF \$4,985.00, FURTHERMORE, THAT 50% BE PAID FROM THE DNR MATCHING GRANT AND 50% OF COST TO BE PAID FROM THE DONATIONS ACCOUNT. MOTION PASSED 4-0.

**POLICE DEPARTMENT REPORT**

**A. National Prescription Drug Take Back Day Update**

Interim Chief Blum reported that the event was successful with the John Paul Apartments site collecting 41 pounds of medications and the City of Richmond site collected 31 pounds.

**B. Grant Award of \$1,200**

Interim Chief Blum reported that the department received a grant from the Minnesota Community Foundation for the DARE program in the amount of \$1,200.

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE ACCEPTANCE OF THE GRANT AWARD OF \$1,200.00 FROM THE CENTRAL MINNESOTA COMMUNITY FOUNDATION FOR THE DARE PROGRAM. MOTION PASSED 4-0.

**C. End of Watch Sign for Officer Decker Update**

Interim Chief Blum reported that the End of Watch sign has been completed and will be put up later this summer after the Main Street Project is completed.

**D. Bike Rodeo Announcement**

Interim Chief Blum reported that the Richmond Bike Rodeo will be Saturday, May 20<sup>th</sup> and the Cold Spring Bike Rodeo will be Tuesday, June 6<sup>th</sup>.

**E. Big Truck Night Announcement**

Interim Chief Blum reported that Big Truck Night will be held on Thursday, May 18<sup>th</sup>.

**F. Other**

Interim Chief Blum explained that in the coming weeks he will meet with Murphy to develop a plan to fill the open positions in the department.

**PUBLIC WORKS DEPARTMENT REPORT**

**A. Painting Primary Digester**

Stueve explained that he had obtained three quotes for an interior sandblasting and painting of the primary digester. MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE HIRING AMERICAN SANDBLASTING TO PAINT THE PRIMARY DIGESTER AT A COST OF \$14,800.00, FURTHERMORE, TO BE PAID FROM THE WASTEWATER BUDGET LINE ITEM 6313. MOTION PASSED 4-0.

**B. Painting Two Clarifiers**

Stueve explained that four quotes had been obtained for an interior sandblasting and painting for the two final clarifiers.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE HIRING AMERICAN SANDBLASTING TO PAINT TWO FINAL CLARIFIERS AT A COST OF \$16,700.00, FURTHERMORE, TO BE PAID FROM THE WASTEWATER BUDGET LINE ITEM 6313. MOTION PASSED 4-0.

**C. Job Cal + for SCADA System**

Stueve explained that the Job Cal + is a computerized maintenance management software for the SCADA System. MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO APPROVE THE PURCHASE OF MAINTENANCE SOFTWARE FOR THE SCADA FROM TOTAL CONTROL SYSTEMS INC. AT A COST OF \$7,028.00, FURTHERMORE, TO BE PAID FROM THE WASTEWATER BUDGET LINE ITEM 6313. MOTION PASSED 4-0.

**D. Approve Stearns County Sheriff's Office to Install Antenna on South Water Tower**

Stueve explained that the Sheriff's Office had received a grant to install an additional antenna as a form of backup communication. He stated that the current antenna is directed towards Farming and the new one would be directed towards Paynesville as a backup antenna.

MOTION WAS MADE BY KNAPP, SECONDED BY THEISEN, TO ALLOW STEARNS COUNTY TO INSTALL A SECOND ANTENNA ON THE SOUTH WATER TOWER. MOTION PASSED 4-0.

E. Well/Water Update

Stueve stated that he received the engineers estimate to run phase three power to the Froehle well and City well field came back at \$285,689.82.

F. Other

Stueve stated that he received a competitive grant from the Minnesota Department of Health for a 50% cost share to pay for crop irrigation at the Hansen Farm, where alfalfa is planted to help control the nitrate levels.

**CITY ENGINEER REPORT**

A. Main Street Project Update

Lintgen stated that utility installation is ongoing and roadwork will begin in a week or two. He also provided an update on the contaminated soils.

**CITY ADMINISTRATOR REPORT**

A. Update on Status of Part-time Administrative Position

Murphy stated that instead of hiring a part-time Administrative Clerk in July, staff would like to hold off until later summer or early fall to hire that position.

B. Legislative Update

Murphy reported that the request for an allocation of \$750,000 to Cold Spring for the water issue has been removed from the Jobs bill.

**LIST OF BILLS AND ADDITIONS**

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$221,886.91 PRESENTED BY CITY STAFF. MOTION PASSED 4-0.

**CLOSED SESSION**

At 7:28 p.m. Mayor Heinen announced that the meeting was closed for the purpose of conducting the annual performance review of the City Administrator. The meeting was then opened at approximately 8:24 p.m.

The closed session of City Council for the annual review of City Administrator Brigid Murphy resulted in a favorable review for her.

**ADJOURN**

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO ADJOURN AT APPROXIMATELY 8:26 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 4-0.

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Dave Heinen, Mayor

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Brigid Murphy, City Administrator