

## **TUESDAY, JUNE 13, 2023 COLD SPRING CITY COUNCIL MEETING MINUTES**

Mayor Dave Heinen called the meeting to order at 6:30 p.m. The following 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, Jon Stueve, Tanya Schmidt, Sam Butler, Jessica Green, Tina Barak, Gary Traut and Joe Jelovnick.

### **OPEN PUBLIC FORUM**

Tina Barak stated that the next Diversity and Inclusion Ad Hoc Committee meeting would be on Tuesday, June 20<sup>th</sup> at 5:30 p.m. at City Hall.

### **APPROVAL OF THE AMENDED AGENDA**

MOTION WAS MADE BY HENNEN, SECONDED BY SCHMITZ, TO APPROVE THE AMENDED AGENDA OF THE JUNE 13, 2023 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

### **CONSENT AGENDA**

A. Minutes – May 9, 2023 and May 23, 2023 Regular Meetings and May 4, 2023 Special Meeting  
B. Approve Amendment to March 14, 2023 City Council Meeting Minutes  
C. Cold Spring Area Baseball Inc. One Day Liquor License for June 24, 2023, 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.

### **PUBLIC HEARING ON ASSESSMENT ABATEMENT**

Mayor Heinen opened the public hearing at 6:31 p.m. Dockendorf explained the purpose of the public hearing was for the purchase of a lot from Coldspring of which requires an affidavit stating the assessments for the property were being abated. This property is for the future Fire Hall building. Mayor Heinen called three times for public comments, after hearing and seeing none, the hearing was closed at 6:32 p.m.

MOTION WAS MADE BY FALL, SECONDED BY HENNEN, TO APPROVE THE ABATEMENT OF THE BALANCE OF AN ASSESSMENT LEVIED AGAINST PARCEL I.D. 48.29401.0016 IN THE AMOUNT OF \$30,735.71. MOTION PASSED 5-0.

### **APPROVE FINANCE PLAN FOR 2023A BONDS**

Jessica Green with Northland Securities presented the financing plan for the 2023A Bonds for the financing of the 2023 Street Improvements Project. She explained that they would be seeking a rating for the bonds, and they anticipated a negotiated sale for the bonds. She added that the amount of the bonds is \$4,320,000, with a true interest cost of 4.09% for a fifteen-year term.

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO APPROVE THE FINANCE PLAN FOR THE 2023A BONDS AS PRESENTED. MOTION PASSED 5-0.

### **AGREEMENT WITH DONLAR CONSTRUCTION**

Gary Trout from Donlar Construction presented the updated agreement for construction management services. Traut explained the changes were to Exhibit A only. Council Schmitz inquired about if the project wasn't completed in the ten-month time frame stated in the contract. Traut explained that he could add into the contract that unit prices/fees would remain the same from month to month if it went over the ten-month anticipated timeline which may happen due to supply chain delays.

MOTION WAS MADE BY SCHMITZ, SECONDED BY FALL, TO APPROVE ENTERING INTO AN AGREEMENT WITH DONLAR CONSTRUCTION COMPANY FOR CONSTRUCTION MANAGER AS ADVISER SERVICES FOR THE NEW FIRE STATION, USING THE EXISTING SIGNED AGREEMENT DATED FEBRUARY 4, 2021 WITH AMENDMENT #1 DATED JUNE 1, 2023 WITH THE STIPULATION THAT IF THE PROJECT GOES PAST THE TEN MONTH TIMELINE THAT THE GENERAL CONDITIONS FOR CONSTRUCTION MANAGEMENT LABOR RATES WOULD STAY THE SAME UNTIL THE PROJECT IS COMPLETE. MOTION PASSED 5-0.

**PUBLIC WORKS DIRECTOR REPORT**

**A. Purchase of Two Dehumidifiers**

Stueve explained that there is heavy moisture in the Water Treatment Plant and the current three dehumidifier units are not enough.

MOTION WAS MADE BY FALL, SECONDED BY HENNEN, TO APPROVE THE PURCHASE OF TWO DEHUMIDIFIERS FOR THE WATER TREATMENT PLANT FROM USA BLUEBOOK AT A TOTAL COST OF \$6,800.00; FURTHERMORE, TO BE PAID OUT OF WATER EQUIPMENT LINE ITEM 13-70-71-6311. MOTION PASSED 5-0.

**B. Purchase of Turblex Blower Valve Control**

MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO APPROVE THE PURCHASE OF A TURBLEX BLOWER VALVE CONTROL FOR THE WASTEWATER TREATMENT PLANT FROM IN CONTROL AT A COST OF \$4,573.00; FURTHERMORE, TO BE PAID OUT OF WASTEWATER EQUIPMENT LINE ITEM 14-70-72-6311. MOTION PASSED 5-0.

**C. Hiring of Seasonal Parks Employee**

Stueve stated that Landon Winkelmann had decided to not go to college and to instead work, therefore he would be able to meet the work schedule for this position.

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO APPROVE HIRING LANDON WINKELMANN AS A PART-TIME SEASONAL PARKS EMPLOYEE AT A RATE OF \$18.00 PER HOUR, FOR UP TO 32 HOURS PER WEEK, THROUGH OCTOBER 31, 2023. MOTION PASSED 5-0.

**D. 3<sup>rd</sup> Avenue SE Update**

Stueve stated that after meeting with Wakefield Township officials the project will likely no longer happen this year. The addition of a bike lane to the street improvements was also discussed. The Council discussed creating a Request for Proposal for the project, which would then open the project up to any engineering firm. Stueve explained that a design would need to be done first, which would need to be completed by an engineering firm, not city staff.

MOTION WAS MADE BY FALL, SECONDED BY RAMLER, TO REQUEST STANTEC TO WRITE UP A REQUEST FOR PROPOSALS FOR THE DESIGN OF 3<sup>RD</sup> AVENUE SOUTHEAST IMPROVEMENTS. MOTION PASSED 5-0.

**E. Re-Advertise for Water/Wastewater Operator**

Stueve stated he received only two applications for the position. One applicant was not qualified, the other lived too far of a distance to meet the required response time. He stated that the water/wastewater program at St. Cloud Technical College only had seven students this past year and only two graduated from the program. He suggested re-advertising at a higher step on the pay scale to see if that will attract any new applicants. He suggested instead of advertising the starting pay rate at Step 0, to instead start at the Step 4 pay rate.

MOTION WAS MADE BY SCHMITZ, SECONDED BY HENNEN, TO RE-ADVERTISE FOR THE POSITION OF A WATER/WASTEWATER OPERATOR WITH A REVISED PAY RANGE OF \$28.69 TO \$34.88 DOQ. MOTION PASSED 5-0.

**F. Water/Wastewater Operator Job Description**

Stueve stated that also in an effort to gain more candidates for the position, that the requirement for a CDL be taken off the job description. He stated that requirement may deter some applicants and is not necessary for the position.

MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO ADOPT THE REVISED JOB DESCRIPTION FOR WATER/WASTEWATER OPERATOR. MOTION PASSED 5-0.

**G. Purchase of Blinking Pedestrian Crossing Signs**

Stueve explained that this set of signs is the same as what is installed on Red River Avenue North by Cold Spring Brewing Company downtown plant.

MOTION WAS MADE BY FALL, SECONDED BY SCHMITZ, TO PURCHASE ONE SET OF BLINKING CROSSING PEDESTRIAN SIGNS FOR THE INTERSECTION OF 2<sup>ND</sup> AVENUE AND MAIN STREET, ONE ON EACH SIDE TO CROSS MAIN STREET GOING NORTH OR SOUTH, FROM ALL STATE TRAFFIC CONTROL, AT A COST OF \$11,547.20; FURTHERMORE, TO BE PAID FOR OUT OF STREETS BUDGET FOR STREET SIGNS LINE ITEM 11-50-51-6321. MOTION PASSED 5-0.

#### H. Discuss Construction of New Maintenance Shop

Stueve stated that Wells Concrete can only design the building and that an architect would be needed to design the rest of the components for the Maintenance Shop.

**MOTION WAS MADE BY FALL, SECONDED BY RAMLER, TO PUT OUT A REQUEST FOR PROPOSALS FOR AN ARCHITECT FOR THE NEW MAINTENANCE BUILDING. MOTION PASSED 5-0.**

#### I. Other

Stueve stated that on June 17<sup>th</sup>, Rice Lake Construction will have a road closure on Sauk River Road to complete the tie in of a water line near 2<sup>nd</sup> Avenue Northeast.

### **CITY ENGINEER REPORT**

#### A. Updates

Sam Butler gave an update on the engineering related projects. He stated that for the 2022 Brewery Improvements project the pipe work is completed west of the Sauk River. He stated the utility bridge has arrived in four pieces and will be assembled shortly. He stated for the Industrial Pretreatment Plant that construction of BVF tank is ongoing. He stated for the 2023 Street Improvements Project that the contracts are signed and a preconstruction meeting will take place soon, with construction anticipated to begin the last week of June. He stated that the design work is still ongoing for the Lift Station #1 Rehabilitation Project.

### **CITY ADMINISTRATOR REPORT**

#### A. Electrical Project at Alexander Park

Dockendorf explained that the food vendors area in Alexander Park is on the south side of the park by the trail. Each week they have to run extension cords from the band shell over the grass areas to the food area where they park. She explained that the River Park Community Foundation was proposing to have electrical outlets installed closer to that area to eliminate the long run of extension cords.

**MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO APPROVE THE INSTALLATION OF ELECTRICAL OUTLETS IN ALEXANDER PARK FOR THE FOOD VENDOR AREA FROM FABER ELECTRIC AT A PRICE OF \$5,960.00, TO BE PAID FOR BY THE RIVER PARK COMMUNITY FOUNDATION. MOTION PASSED 5-0.**

#### B. Library Schematics

Dockendorf presented the five schematics of a library building and parking area layouts on the proposed property near the trail. The Council discussed the five drawings and agreed that from the drawings it would be extremely beneficial to purchase the extra piece of land from BNSF. Fall inquired whether there was an exterior schematic provided and Dockendorf stated there was not, as the purpose of the schematic was to aid the Council's determination if the lot being discussed for a future library would work for the building and it does. Discussion then lead into staff being directed to contact Coldspring to see if they are willing to complete a Phase I Environmental Study on the lot.

#### C. Wastewater Treatment Plant Expansion

Dockendorf stated that Heidi Pepper has been working on the application for the bonding bill for state funding for the needed expansion project. She stated the funding request is for 50% of the \$50 million project cost.

#### D. Speed Study Co Rd 2

Dockendorf explained that a speed study had been completed which suggested raising the speed limit from 40 mph to 45 mph on Co Rd 2 north of the roundabout. She explained that in order to keep it at 40 mph the County and City would need to undergo traffic calming measures, such as a pedestrian island or flashing lighted signs during school hours. She stated the next step will be to meet with the various entities impacted to discuss further measures.

#### E. Juneteenth

Dockendorf explained that Juneteenth is now a State Holiday, but it is not a paid holiday in the employee contracts. She stated that she had forwarded the directives from the City Attorney about employees working that day or using vacation or compensation time to take it off, or take no pay. Stueve suggested allowing a flexible work schedule for the remainder of the week since much of Public Works duties take place outside, such as four ten hour days. The Council was agreeable to allow department heads the discretion of flexible work schedules due to the unpaid holiday.

**F. Other**

Councilor Fall had several questions about various line items in the expenditure budgets. He stated he was looking for some specificity on it, but that a staff response at the next meeting was fine since he did not let staff know about the questions before the meeting.

**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 \$3,364,883.03 AND SUPPLEMENTAL LIST TOTALING \$125,031.93 AS PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

**CLOSED SESSION**

At 8:04 p.m. Mayor Heinen announced that, pursuant to Minnesota Statute Section 13D.05 subdivision 3(c)(3), the meeting would be closed for the purpose of considering an offer to purchase properties within the City of Cold Spring, specifically parcel identification numbers 48.30599.0000 and 48.29896.0000.

**RE-OPEN MEETING**

At 8:51 p.m. Mayor Heinen re-opened the meeting.

MOTION WAS MADE BY HENNEN, SECONDED BY FALL TO OFFER \$20,000.00 FOR THE PURCHASE OF PARCEL 48.30599.0000 OWNED BY BURLINGTON NORTHERN INC. MOTION PASSED 5-0.

MOTION WAS MADE BY RAMLER, SECONDED BY SCHMITZ TO OFFER \$10,000.00 FOR THE PURCHASE OF A PORTION OF PARCEL 48.29896.0000 OWNED BY MATTHEW CZECH APPROXIMATELY 40' X 33' IN SIZE AT THE REAR OF THE LOT, AND TO PAY FOR A SURVEY AND APPRAISAL OF THE PROPERTY. MOTION PASSED 5-0.

**ADJOURN**

MOTION WAS MADE BY HENNEN, SECONDED BY SCHMITZ, TO ADJOURN AT 8:53 P.M. SEETING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

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David Heinen, Mayor

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Kris Dockendorf, City Administrator