

TUESDAY, JUNE 23, 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 and Council Members Fran Ramler, Jan Dingmann, Dave Heinen and Jayme Knapp. Others present: Kris Dockendorf, Frank Rajkowski, Heidi Stalboerger, Jeremy Mathiasen, Paul Hoeschen, Cliff Johnson, Chris Boucher, Anita Henningsgaard, Ron Fuchs, Duane Krueger, Tom Ficker, JoAnn Thelen, Dan Weber, Dan Steil, Matt Achman, Tanya Schmidt, Shawn Garding, Pete Weber and Angie Mueller.

OPEN PUBLIC FORUM

Cliff Johnson spoke to the Council about the Preservation Alliance of Minnesota and provided information about their upcoming conference and workshops that may be of interest to the Council on building rehabilitation and downtown development.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY KNAPP, SECONDED BY HEINEN, TO APPROVE THE AGENDA OF THE JUNE 23, 2015 CITY COUNCIL MEETING. MOTION PASSED 5-0.

CONSENT AGENDA

A. Minutes – June 9, 2015

MOTION WAS MADE BY HEINEN, SECONDED BY DINGMANN, TO APPROVE THE MINUTES OF THE JUNE 9, 2015 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

B. Approval to Hire Firefighters

MOTION WAS MADE BY HEINEN, SECONDED BY DINGMANN, TO APPROVE THE FIREFIGHTER HIRING COMMITTEE'S RECOMMENDATION TO FILL THE THREE CURRENT OPENINGS WITH DERIK EDWARDS, ADAM EHRNST, AND JUSTIN WALTERS CONTINGENT UPON APPROVAL OF THE STANDARD PHYSICAL EXAMINATION. MOTION PASSED 5-0.

C. Approve Pager Purchase

MOTION WAS MADE BY HEINEN, SECONDED BY DINGMANN, TO APPROVE THE PURCHASE OF THREE PAGERS FROM GRANITE ELECTRONICS AT A COST NOT TO EXCEED \$2,000; FURTHERMORE, TO BE PAID FOR OUT OF LINE ITEM 30-40-42-6311. MOTION PASSED 5-0.

D. Approve Purchase of Facepieces

MOTION WAS MADE BY HEINEN, SECONDED BY DINGMANN, TO APPROVE THE PURCHASE OF FIVE MSA FACEPIECES FROM EMERGENCY RESPONSE SOLUTIONS AT A COST NOT TO EXCEED \$5,000; FURTHERMORE, TO BE PAID OUT OF LINE ITEM 30-40-42-6311. MOTION PASSED 5-0.

DISCUSS LIQUOR LICENSE FOR COLD SPRING AREA BASEBALL INC.

Duane Krueger and Tom Ficker representatives from Cold Spring Area Baseball Inc. informed the Council that they would like to serve Third Street Brewhouse products at the baseball park but have not been able to qualify under the State Alcohol and Gambling requirements to sell these products which are considered strong beer. Krueger stated that they have run into road blocks under each possible scenario with the State and requested that the City consider issuing an additional license. Dockendorf explained that the baseball association use does not seem to fit into the criteria required and offered to meet with the representatives to further discuss the license possibilities. Dockendorf also explained that she had drafted a letter to send to the local representatives at the legislature to request assistance to develop a license to fit the baseball association, similar to the special provisions that other stadiums in the state have received. The Council was supportive of having the local brewery products available at the baseball park and directed Dockendorf to send the letters to the local legislators requesting them to provide assistance in creating a long term solution.

CONTINUE DISCUSSION ON ASSESSMENTS ON FORFEITED LOTS

Dan Steil from the EDA was present to discuss the ideas with what to do with the assessments on the forfeited lots in the Blue Heron Heights development. He also added that he spoke with a local builder and a local realtor on their ideas for how to best market and sell the lots. Steil stated that both recommended that a housing study be done, that a strong marketing plan is essential, and that action is needed immediately as the market is hot right now. The Council agreed that they would need to reduce the assessments on the lots to bring the price of them down and that marketing

assistance would be needed. Steil added that staff is applying for a grant from the Initiative Foundation to provide funds for conducting a housing study.

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO REDUCE THE AMOUNT OF THE ASSESSMENTS FOR THE FORFEITED LOTS IN BLUE HERON HEIGHTS BY HALF, AND TO SOLICIT PROPOSALS FROM LOCAL REALTORS FOR MARKETING SAID LOTS FOR A PERIOD OF SIX MONTHS AFTER WHICH THE PLAN WILL BE RE-EVALUATED. MOTION PASSED 5-0.

DISCUSS POLICE CHIEF CONTRACT

Dockendorf explained that she had conducted a performance review on Chief Chris Boucher, as directed by the Council and that the review was favorable. Chief Boucher requested that next year this position be put back on the pay scale and included in the study being conducted by Kathleen Murphy.

MOTION WAS MADE BY RAMLER, SECONDED BY HEINEN, TO APPROVE THE CONTRACT AGREEMENT WITH CHRIS BOUCHER FOR CHIEF OF POLICE FOR ONE CALENDAR YEAR BEGINNING ON JUNE 7, 2015. MOTION PASSED 5-0.

POLICE CHIEF REPORT

A. March & April Incidents

Chief Boucher presented the number of incidents in the City of Cold Spring and the City of Richmond and the various activities throughout those months.

B. Parking Issues Near Rocori High School

Chief Boucher stated that he has received some comments about students parking on the street near the Rocori High School. He stated that some students choose not to purchase parking permits for at the school parking lot and park on the street instead. He stated that there is nothing to prohibit them from parking on the street, unless the Council would want to designate the streets no parking, but then no one at any time could park on them including the residents that live in that area.

C. Hiring of Full-Time Police Officer Anita Henningsgaard

Chief Boucher explained that two candidates were interviewed and that Anita Henningsgaard was recommended for hiring of this position.

MOTION WAS MADE BY KNAPP, SECONDED BY HEINEN, TO APPROVE THE OFFER OF EMPLOYMENT TO ANITA HENNINGSGAARD FOR THE POSITION OF POLICE OFFICER, ACCORDING TO THE TERMS OF EMPLOYMENT OFFERED IN THE LETTER DATED JUNE 19, 2015. MOTION PASSED 5-0.

D. Approve Advertising for Part-Time Police Officer

MOTION WAS MADE BY DINGMANN, SECONDED BY KNAPP, TO APPROVE ADVERTISING FOR A PART-TIME POLICE OFFICER, IN THE COLD SPRING RECORD AND THROUGH A POSTING AT THE CITY OFFICES. MOTION PASSED 5-0.

CITY ENGINEER REPORT

A. 2015 Cold Spring Capital Improvements

Jeremy Mathiasen from Stantec reported that work has started on the 14th Avenue connection and that dewatering has begun in the area of 2nd Avenue South. He stated that the contractor is on track to meet the required completion date.

B. CSAH 2/Red River Avenue

Mathiasen reported that they have met with the County on the design of the roundabout and that negotiations are continuing with the property owners and Stearns County on the purchase of their properties.

C. Stormwater Grant

Mathiasen reported that survey work is being completed for the stormwater project.

D. Other

Mayor Thelen inquired whether Stantec has staff that can provide assistance with obtaining grants. Mathiasen stated that he would pass along to Lintgen the Council's request to work together to get grants for the City.

APPOINT HIRING COMMITTEE FOR WATER/WASTEWATER OPERATOR

Dockendorf explained that the applications for the Water/Wastewater Operator positions will be due soon and requested two members of the Council to serve on the hiring committee. Hoeschen inquired whether Matt Achman would also like to serve on the committee and he indicated he would like to serve in some sort of capacity.

MOTION WAS MADE BY HEINEN, SECONDED BY RAMLER, TO APPOINT COUNCILORS DINGMANN AND KNAPP, TANYA SCHMIDT, MATT ACHMAN, AND KRIS DOCKENDORF TO THE HIRING COMMITTEE FOR THE WATER/WASTEWATER OPERATOR. MOTION PASSED 5-0.

DISCUSS PUBLIC WORKS HIRINGS AND DEPARTMENT STRUCTURE**A. Supervisor Job Descriptions**

A draft of the job descriptions for the Water/Wastewater Supervisor and the Streets/Parks Supervisor were presented to the Council. The Council agreed that they would like the opportunity to review the job descriptions before approving them.

B. Public Works Technician II Job Advertisement

Hoeschen explained that after the last meeting he had made the decision to not advertise for the Public Works Technician II position, as Corey Leither, who works as a Part-Time Public Works Technician II indicated he may be interested in the full-time position, although he wouldn't be able to start full-time until after this fall due to other job commitments.

C. Public Works Director Job Advertisement

Hoeschen explained that clarity was needed on the qualifications that were required for the Public Works Director position so that the ad for the position could be correctly posted. The Council stated that their intent was that they would prefer someone with water/wastewater qualifications, but the minimum qualifications would be the management requirements. Overall the Council was supportive of the ad being pulled to get clarification from the Council. They reiterated their direction to require management experience with a preference for water/wastewater qualifications and land application of biosolids. The Council indicated that staff should modify the job description for the Public Works Director, and create an addendum of duties that may be required if the candidate has water/wastewater qualifications. The Council was in favor of including the City of Rockville in the hiring committee for this position.

D. Promotion to Supervisor Positions

Hoeschen stated that as time is closing in on his last days and someone will need to take over his duties when he is gone, which will happen before the next meeting. Hoeschen recommended temporarily appointing Ron Fuchs as the Streets/Parks Supervisor and Tanya Schmidt as the Water/Wastewater Supervisor. He stated that neither of them has had the opportunity to fully review the drafted job descriptions. Both agreed to proceed with the promotion without a defined job description at the moment, effective immediately, with compensation to be determined and retroactive to June 24, 2015.

MOTION WAS MADE BY THELEN, SECONDED BY DINGMANN, TO PROMOTE RON FUCHS TO STREETS/PARKS SUPERVISOR, AND TANYA SCHMIDT TO WATER/WASTEWATER SUPERVISOR EFFECTIVE JUNE 24, 2015, WITH JOB DESCRIPTIONS TO BE APPROVED IN THE FUTURE, AND COMPENSATION TO BE DETERMINED AND PAID RETROACTIVELY. MOTION PASSED 5-0.

E. Meeting with Public Works Staff

Hoeschen suggested that the Council meet with the Public Works staff during a workshop meeting to gather input from the Public Works staff to plan for the future.

PUBLIC WORKS DIRECTOR REPORT**A. Purchase of Crane Truck**

Hoeschen reported that his staff had found a crane truck in good condition for a price of \$5,300. He stated unfortunately since Council approval was needed for the purchase that the truck had sold in the meanwhile and was no longer available.

B. UV Disinfection Part Purchase

MOTION WAS MADE BY DINGMANN, SECONDED BY HEINEN, TO APPROVE THE PURCHASE OF ULTRA VIOLET DISINFECTION PARTS FROM XYLEM WATER SOLUTIONS AT A COST OF \$4,022.64; FURTHERMORE, TO BE PAID FOR OUT OF LINE ITEM 14-70-72-6314. MOTION PASSED 5-0.

C. Driveway Width Discussion

Hoeschen reported that there is an ordinance limiting the width of residential driveways which preserves the amount of on-street parking. He stated that there has been some difficulty enforcing the widths, as some have been constructed wider than the limits. The Council suggested checking with other cities and the League of Minnesota Cities to see what type of penalties they apply for noncompliance. The Council agreed to refer the matter to the Planning Commission for their input on driveway width and enforcement on building code violations.

D. Well Update

Hoeschen reported that pumping began on the Froehle property today and that the quantity looks promising but it will take a while to determine the quality of the water.

DISCUSSION ON ST. BONIFACE PARADE

Dockendorf explained that the St. Boniface parade will be held on August 16, 2015. Councilors Heinen and Ramler stated they would participate in the parade on a vehicle.

GENERAL COMMENTS AND QUESTIONS

Councilor Knapp inquired about moving forward with the City Administrator position. Mayor Thelen suggested that a meeting be held with the Acting City Administrator and other department heads on how to move forward to fill the open position. It was suggested that the meeting with Public Works staff could perhaps be held at this same workshop meeting.

LIST OF BILLS AND ADDITIONS

MOTION WAS MADE BY DINGMANN, SECONDED BY HEINEN, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$144,836.88 AND SUPPLEMENTAL LIST TOTALING \$5,417.86 PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

ADJOURN

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO ADJOURN AT 8:55 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

Robert R. Thelen, Mayor

Kris Dockendorf, Acting City Administrator