

TUESDAY, JULY 14, 2015 COLD SPRING CITY COUNCIL MINUTES

Acting Mayor Fran Ramler called the meeting to order at 6:30 p.m. The following members were found to be present: Acting Mayor Fran Ramler and Council Members Jan Dingmann, Dave Heinen and Jayme Knapp. Absent: Mayor Robert R. Thelen. Others present: Kris Dockendorf, Frank Rajkowski, Ron Fuchs, Dan Weber, Dan Steil, Pat Donlin, Brian Lintgen, John Riordan and Angie Mueller.

OPEN PUBLIC FORUM

Dan Weber talked about the Firefest event. Dan Steil talked about the Coffee with the Mayor event.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY DINGMANN, SECONDED BY HEINEN, TO APPROVE THE AGENDA OF THE JULY 14, 2015 CITY COUNCIL MEETING. MOTION PASSED 4-0.

CONSENT AGENDA

A. Minutes – June 23, 2015

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE THE MINUTES OF THE JUNE 23, 2015 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 4-0.

B. Approval of Liquor Licenses for Baseball State Tournament

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE FOUR TEMPORARY ON-SALE LIQUOR LICENSES FOR COLD SPRING AREA BASEBALL FOR THE STATE BASEBALL TOURNAMENT. ONE LICENSE IS FOR AUG. 21, 22 & 23, 2015. THE SECOND LICENSE IS FOR AUG. 28, 29 & 30. THE THIRD LICENSE IS FOR SEPT. 3, 2015. THE FOURTH LICENSE IS FOR SEPT. 4, 5, 6 & 7, 2015; ALL AT THE COLD SPRING BASEBALL PARK. MOTION PASSED 4-0.

C. Hometown Pride Festival – Resolution No. 2015-10

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO APPROVE RESOLUTION 2015-10, A RESOLUTION GRANTING CERTAIN APPROVALS FOR HOMETOWN PRIDE DAYS ON THURSDAY, JULY 23, FRIDAY, JULY 24 & SATURDAY, JULY 25, 2015; NAMELY, APPLICATION FOR EVENT LICENSE AND STREET CLOSURES. MOTION PASSED 4-0.

DECLINE TO WAIVE MONETARY TORT LIABILITY LIMITS

Pat Donlin from Granite Community Agency explained that as part of the insurance renewal the City must indicate if they want to decline to waive the monetary tort liability limits as they have in the past years. He stated that if the City decides not to decline, it opens the liability to the entire ceiling which is \$2 million. Whereas, if the City declines to waive the limits then it's exposure is limited to the maximum tort liability amounts dictated by state statute.

MOTION WAS MADE BY DINGMANN, SECONDED BY KNAPP, TO APPROVE THE OPTION TO NOT WAIVE THE MONETARY LIMITS ON MUNICIPAL TORT LIABILITY ESTABLISHED BY MINNESOTA STATE STATUTES SECTION 466.04. MOTION PASSED 4-0.

TODD AASETH REQUEST FOR LIPINSKI UTILITY BILL REDUCTION

Dockendorf explained that Todd Aaseth had requested that the balance on the utility bill for Bill Lipinski at 414 Red River Avenue be deleted. She explained that Bill Lipinski had moved out on April 30, 2015 and Aaseth had since requested that the water be shut off at the property. The remaining balance on the account at this time is \$278.99, which consists of \$216.36 for service charges and \$62.63 in late fees. She added that in the last two years that Lipinski lived at the residence his water meter was working but never registered any usage, therefore he was always only billed the minimum service fees. The Council agreed they did not see any circumstances that would justify deleting the bill. MOTION WAS MADE BY KNAPP, SECONDED BY DINGMANN, TO DENY THE REQUEST TO WAIVE ALL UTILITY CHARGES AT THE PROPERTY LOCATED AT 414 RED RIVER AVENUE SOUTH. MOTION PASSED 4-0.

PRESENTATION FROM JOHN RIORDAN OF DAYTA MARKETING ON MANAGEMENT OF SOCIAL MEDIA FOR THE CITY

John Riordan from Dayta Marketing spoke to the Council about the benefits of being on social media and the work his company does to manage social media for municipalities. He stated they could build out a social media ecosystem for the City consisting of Facebook, Twitter, Instagram, LinkedIn, and Pinterest. He stated the cost of the build out would

be \$1,150, in addition to a \$549 per month cost to manage the social media accounts, plus a recommended advertising budget for Facebook of \$100 per month. Councilor Ramler inquired whether Decklan Group, the marketing consultant for the EDA also provides such services. EDA Director Dan Steil explained that although Decklan Group is a smaller company that they do provide those services. The Council indicated that they would like to request a proposal from Decklan Group for social media creation and management. Overall, the Council was supportive of the City having a social media presence and stated they would further discuss the matter at their budget meetings in a few months.

APPROVE SUPERVISOR JOB DESCRIPTIONS

Dockendorf stated that she had met separately with Ron Fuchs and Tanya Schmidt to review the respective supervisor job descriptions as drafted by Paul Hoeschen. She stated that there had been some need modifications to the drafts and that the versions presented for Council approval were subject to change once the new Public Works Director is established.

MOTION WAS MADE BY DINGMANN, SECONDED BY HEINEN, TO ADOPT THE JOB DESCRIPTIONS FOR THE SUPERVISOR OF WATER AND WASTEWATER AND FOR THE SUPERVISOR OF STREETS AND PARKS DATED JULY 14, 2015, WITH A REVIEW OF THE DESCRIPTIONS TO BE DONE AFTER THE PUBLIC WORKS DIRECTOR POSITION IS ESTABLISHED. MOTION PASSED 4-0.

APPROVE PAY INCREASE FOR SUPERVISOR OF STREETS AND PARKS

Dockendorf explained that currently Ron Fuchs is at Group 7, Step 9 on the pay scale that was distributed.

MOTION WAS MADE BY DINGMAN, SECONDED BY HEINEN, TO ESTABLISH A PAY RATE FOR THE SUPERVISOR OF STREETS AND PARKS AS GROUP 8, STEP 10 OF THE PAY SCALE, RETROACTIVE TO JUNE 24, 2015. MOTION PASSED 4-0.

APPROVE PAY INCREASE FOR SUPERVISOR OF WATER AND WASTEWATER

Dockendorf explained that currently Tanya Schmidt is at Group 8, Step 10 on the pay scale.

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO ESTABLISH A PAY RATE FOR THE SUPERVISOR OF WATER AND WASTEWATER AS GROUP 10, STEP 10 OF THE PAY SCALE, RETROACTIVE TO JUNE 24, 2015. MOTION PASSED 4-0.

ESTABLISH HIRING COMMITTEE FOR PUBLIC WORKS DIRECTOR POSITION

Dockendorf stated that a hiring committee would need to be formed for the Public Works Director position. She suggested the following for a hiring committee: Tanya Schmidt, Ron Fuchs, Kris Dockendorf, two members from the City Council and a representative of the City of Rockville. The Council agreed that an invitation should be extended for the City of Rockville to have a representative participate in the hiring committee.

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO ESTABLISH A HIRING COMMITTEE FOR THE PUBLIC WORKS DIRECTOR POSITION CONSISTING OF KRIS DOCKENDORF, TANYA SCHMIDT, RON FUCHS, JAYME KNAPP, DAVE HEINEN AND A REPRESENTATIVE OF THE CITY OF ROCKVILLE. MOTION PASSED 4-0.

SUPERVISOR OF STREETS & PARKS REPORT

A. Discuss Sale of 1984 Kenworth

Ron Fuchs explained that the 1984 Kenworth had been used to haul sludge but it is no longer needed. He stated that Northstar Landscaping was interested in purchasing the Kenworth at a price of \$11,000.

MOTION WAS MADE BY DINGMANN, SECONDED BY HEINEN, TO APPROVE THE SALE OF THE 1984 KENWORTH TO NORTHSTAR LANDSCAPING, AT A PRICE OF \$11,000. MOTION PASSED 4-0.

CITY ENGINEER REPORT

A. Approval of Change Order No. 1 for the 2015 Capital Improvements Project

Lintgen explained that the pvc pipe specified for in the 2nd Avenue portion of the project is not available. Instead, ductile iron pipe will have to be used and is more expensive, therefore a change order is required. Lintgen explained that the pipe issues have delayed the project, so an extension to the project completion date was also requested.

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO APPROVE CONSTRUCTION CHANGE ORDER NO. 1 IN THE AMOUNT OF \$2,095.00 FOR THE 2015 COLD SPRING CAPITAL IMPROVEMENTS PROJECT. MOTION PASSED 4-0.

B. Co Rd 2 Feasibility Report

Lintgen explained that the Feasibility Report would be completed before the next Council meeting. He reported that the section of Red River Avenue South that is south of Highway 23 will only need a mill and overlay since the televising report showed that the utilities are still in good shape. He inquired if, for the Feasibility Report, the Council wanted him to prepare the streetscaping costs section according to the current assessment policy, as there was some discussion of perhaps deviating from the current policy. The Council indicated the current assessment policy should be followed for the report.

C. Stormwater Grant Project

Lintgen stated that the survey work is still ongoing for the Stormwater Grant Project.

D. Small Cities Assistance Account

Lintgen explained that he has learned about funding that the City will receive for construction and maintenance of roads. He explained that the state legislature approved a one-time fund called the Small Cities Assistance Account that is for non-municipal aid cities and is being distributed by MnDOT. He explained that it appears that Cold Spring will be receiving \$47,000. He stated he would find out when the funds are available and when they need to be used by.

LIST OF BILLS AND ADDITIONS

MOTION WAS MADE BY HEINEN, SECONDED BY KNAPP, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$246,696.07 AND SUPPLEMENTAL LIST TOTALING \$43,896.41 PRESENTED BY CITY STAFF. MOTION PASSED 4-0.

ADJOURN

MOTION WAS MADE BY KNAPP, SECONDED BY HEINEN, TO ADJOURN AT 8:06 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 4-0.

Fran Ramler, Acting Mayor

Kris Dockendorf, Acting City Administrator