

THURSDAY, JULY 23, 2015 COLD SPRING CITY COUNCIL SPECIAL MEETING 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, Ron Fuchs, Pete Weber, Tanya Schmidt, Matt Achman, Lois Lieser, Heidi Stalboerger, Shawn Garding, Dan Weber, Ben Rodgers, and Angie Mueller.

APPROVAL OF THE AGENDA

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

DISCUSS STRUCTURE OF PUBLIC WORKS DEPARTMENT

The Council discussed the current structure of the Public Works Department and asked for staff input on moving forward. Tanya Schmidt stated her preference for having a Public Works Director with water/wastewater experience and/or licenses. Staff stated that they would like to have a director with strong manager skills but that they also be a “working manager”. After some discussion there was a consensus that hiring a mechanic or someone with strong mechanical skills would also be need in the future. There was agreement that the hiring committee would make a recommendation on the candidate to hire and that the Council would take that recommendation and make a decision.

DISCUSS PLANS FOR HIRING A CITY ADMINISTRATOR

Councilor Jayme Knapp stated that he has an interest in the City Administrator position and therefore would abstain from the discussion. Councilor Ramler stated that the parameters of the City Administrator position should be reviewed and that the Council should clearly specify their expectations. Dockendorf explained that she has already made changes to the City Administrator job description as part of the preparation for the wage study being done by Kathleen Murphy. The Council agreed that they would take their time with the hiring process and that it may possibly be early in 2016 before the City Administrator position would be filled. The Council directed staff to distribute the redlined version of the job description to staff and the Council and that they have two weeks to review it before having a workshop to further refine the job description and gather input on it.

FINANCE AND ACCOUNTING WORKSHOP

Kris Dockendorf presented some basic information on City finance and fund accounting. She went on to discuss the balances of the general fund reserves in the last few years and presented a 10 year Finance Plan showing the levies from 2010 and projections to 2024 including the major projects that may occur during that time.

ADJOURN

MOTION WAS MADE BY RAMLER, SECONDED BY KNAPP, TO ADJOURN AT 8:25 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

Mayor Robert R. Thelen

Kris Dockendorf, Acting City Administrator