

## **TUESDAY, JULY 24, 2018 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 Shannon Miller, and Gary Theisen. Absent: Jayme Knapp and Doug Schmitz. Others present: Brigid Murphy, Brian Lintgen, Jason Blum, Jeff Kraemer, Ken Kraemer, Ruth Kraemer, Sue Kadlec, Jon Douvier, Dan Weber, Chrissy Gaetke, Jon Stueve, Tammy Paczkowski, Marv Mueller, Connie Mueller and Angie Mueller.

### **APPROVAL OF THE AGENDA**

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE THE AGENDA AS PRESENTED OF THE JULY 24, 2018 CITY COUNCIL MEETING. MOTION PASSED 3-0.

### **CONSENT AGENDA**

A. Minutes – July 10, 2018

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED 3-0.

### **FIRE DEPARTMENT RELIEF ASSOCIATION REQUEST TO INCREASE RETIREMENT**

Jon Douvier and Dan Weber from the Fire Department were present to explain the request to increase the retirement benefit per year of service by \$150. They explained that in the past three years there had been no increase to the retirement benefit and that their yearly audit shows that the increase does not have a detrimental effect on their fund.

MOTION MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE THE RECOMMENDATION OF THE FIRE DEPARTMENT RELIEF ASSOCIATION AND INCREASE THE RETIREMENT BENEFIT FROM \$2,050.00 PER YEAR OF SERVICE TO \$2,200.00. MOTION PASSED 3-0.

### **RESOLUTION NO. 2018-19, A REQUEST FOR A LOT CONSOLIDATION FOR KB LAND COMPANY LLC**

Jeff Kraemer from KB Land Company explained his request for a lot consolidation in Cold Spring Business Park Plat 2. He stated that he would like to consolidate two lots to accommodate a 40 x 80-foot building.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE RESOLUTION NO. 2018-19, A RESOLUTION APPROVING A REQUEST TO CONSOLIDATE LOT 3 AND LOT 4, BLOCK 1, COLD SPRING BUSINESS PARK 2. MOTION PASSED 3-0.

### **RESOLUTION NO. 2018-20, A REQUEST TO VACATE A DRAINAGE AND UTILITY EASEMENT FOR KB COMPANY LLC**

Jeff Kraemer from KB Land Company explained his request to vacate the drainage and utility easements on the east side of Lot 3 and the west side of Lot 4, to allow for the construction of a building on the consolidated lots.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE RESOLUTION NO. 2018-20, A RESOLUTION VACATING DRAINAGE AND UTILITY EASEMENTS ON LOT 3 AND LOT 4, BLOCK 1, COLD SPRING BUSINESS PARK 2. MOTION PASSED 3-0.

### **RESOLUTION NO. 2018-21, A REQUEST FOR A VARIANCE TO ALLOW FOR A DETACHED STRUCTURE THAT WILL EXCEED THE 1,200 SQUARE FOOT MAXIMUM SQUARE FOOTAGE ALLOWED IN A R-1 ZONED DISTRICT**

Ken Kraemer, the property owner at 600 4<sup>th</sup> Street North, explained his request to put an L shaped addition onto his detached garage which would exceed the maximum square footage allowed by 228 square feet. Councilor Miller stated that the Planning Commission had reviewed the request and recommended approval due to the uniqueness of the parcel.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE RESOLUTION NO. 2018-21, A VARIANCE TO ALLOW FOR A DETACHED STRUCTURE AT 600 4<sup>TH</sup> ST N THAT WILL EXCEED THE 1,200 SQUARE FOOT MAXIMUM SQUARE FOOTAGE ALLOWED IN A R-1 ZONED DISTRICT. MOTION PASSED 3-0.

### **MARV AND CONNIE MUELLER DRIVEWAY COMPLAINT ISSUE**

Marv and Connie Mueller were present to continue the discussion regarding the letter they received about their driveway. Murphy explained that the Muellers had expanded their driveway without getting a permit, after knowing that a permit was required and that they expanded it to a size that exceeds the maximum size allowed.

The Council agreed that they would be open to the Muellers applying for a variance for the expansion that was done to their driveway.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE EXTENDING THE DEADLINE DATE FOR COMPLIANCE TO SEPTEMBER 1, 2018 AS REFERENCED IN THE LETTER SENT TO MARV AND CONNIE MUELLER. MOTION PASSED 3-0.

**CITY LOGO DISCUSSION**

Murphy stated that the Planning Commission had reviewed the logo submissions and had narrowed the entries to the top five which she then displayed. She stated that she would like to display all of the submissions in the hallway, to which the Council agreed. The Council tabled the discussion on the matter since several Council members were absent.

**PUBLIC WORKS DIRECTOR REPORT**

Stueve explained that water main flushing would occur on August 21<sup>st</sup> and 22<sup>nd</sup>. He stated that the motor in the pump for Well No. 7 had shorted out and that it will be sent back to the manufacturer for replacement.

**CITY ENGINEER REPORT**

A. Water Treatment Update

Lintgen explained that a meeting was held on the bonding application.

B. Alexander Park Update

Lintgen stated that the revisions are being made to the concept sketch and it will then be presented to the Planning Commission and Park Board.

C. North Pointe 5 Update

Lintgen stated that the small utilities are being installed and next they will pour the sidewalks.

D. CSAH 2 Petro Fund Appeal

Lintgen stated that the appeal committee ruled in favor of the City for reimbursement in the amount of \$16,000. He stated that the total reimbursement amount will be just over \$41,000 to the City for the CSAH 2 Project.

E. Main Street Project

Lintgen stated that an application to the Petro Fund will be made for reimbursement for costs on the Main Street Project.

F. Safe Routes to School Project

Lintgen stated that approval would be needed for Stantec to do the design and construction services for the project in the amount of \$36,000. He stated that the total project costs are \$185,000, and that the federal grant funding amount is \$108,000.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE STANTEC TO DESIGN AND PROVIDE CONSTRUCTION SERVICES FOR THE SAFE ROUTES TO SCHOOL PROJECT AT A COST OF \$36,000. MOTION PASSED 3-0.

**CHIEF OF POLICE REPORT**

A. River Lake Days Recap

Chief Blum provided a brief report on Richmond River Lake Days activities and stated that everything went well.

B. Hometown Pride Days/Firefest

Chief Blum stated that the department canine teams will be hosting a meet and greet during the festival. He encouraged concert goers to use the shuttles from downtown to the concert grounds.

C. National Night Out

Chief Blum reminded the public of National Night Out on August 7<sup>th</sup>. He encouraged neighborhood block parties to contact the department if they would like an officer to stop by their event.

D. Nuisance Letter Update

Chief Blum stated that all the warning notices have been sent out to property owners that are in violation of the nuisance ordinance and that citations will follow if compliance isn't achieved.

**CITY ADMINISTRATOR REPORT**

**A. Update on Solar Garden Savings**

Murphy reported that in the last two months the City has received \$3,100 in savings from the solar garden credits.

**B. Pay Equity Agreement with Murphy Consultants**

Murphy stated that a pay equity report will be due in January of 2019 and that she would like to work with Murphy Consultants again to prepare and complete the pay equity report.

**C. Employee Manual Update to Mirror Non-Union and Union Contract Language to Update and Comply with Changes in the Law of Respectful Workplace and Sexual Harassment to Establish and Exempt Employee Vacation Schedule**

Murphy explained that the Employee Manual was created in 1994, but hasn't been updated to match the employee contracts. She explained the proposed changes to the exempt employee vacation schedule since those employees are not eligible to receive overtime or comp time.

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO APPROVE THE UPDATES TO THE EMPLOYEE MANUAL AS PRESENTED. MOTION PASSED 3-0.

**D. New Date for Budget Meeting**

Murphy proposed a different date for the Budget Meeting, moving it to Thursday, September 6<sup>th</sup> at 8:00 am and the Council agreed.

**LIST OF BILLS AND ADDITIONS**

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$132,592.52 AND SUPPLEMENTAL LIST TOTALING \$17,900.09 PRESENTED BY CITY STAFF. MOTION PASSED 3-0.

**ADJOURN**

MOTION WAS MADE BY MILLER, SECONDED BY THEISEN, TO ADJOURN AT 7:06 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 3-0.

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Dave Heinen, Mayor

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Brigid Murphy, City Administrator