

TUESDAY, SEPTEMBER 12, 2017 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 Jayme Knapp, Shannon Miller, Doug Schmitz and Gary Theisen. Absent: None. Others present: Brigid Murphy, Jon Stueve, Jason Blum, Heidi Stalboerger, Brian Lintgen, Brian Junkermeier, Ray Schreiner, Gage Belmont, River Belmont, Brandi Belmont, Bon Hill-Simmons and Angie Mueller.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY SCHMITZ, SECONDED BY MILLER, TO APPROVE THE AGENDA OF THE SEPTEMBER 12, 2017 CITY COUNCIL MEETING. MOTION PASSED 5-0.

CONSENT AGENDA

A. Minutes – August 22, 2017

MOTION WAS MADE BY KNAPP, SECONDED BY THEISEN, TO APPROVE THE MINUTES OF THE AUGUST 22, 2017 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

B. One-Day Gambling License, Country Snow Cruisers

MOTION WAS MADE BY KNAPP, SECONDED BY THEISEN, TO APPROVE FORM LG220 APPLICATION FOR EXEMPT PERMIT TO CONDUCT ONE-DAY GAMBLING FOR THE COUNTRY SNOW CRUISERS FOR A RAFFLE TO BE HELD NOVEMBER 24, 2017 AT THE GREAT BLUE HERON; FURTHERMORE, TO WAIVE THE 30-DAY WAITING PERIOD FOR SAID PERMIT. MOTION PASSED 5-0.

RESOLUTION NO. 2017-40, A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR NORTH POINTE PLAT 5

Murphy explained that the developer, Ray Schreiner had presented the Preliminary Plat for North Pointe 5 to the Planning Commission in June. The Planning Commission had recommended approval of the preliminary plat. Murphy explained that a subdivision agreement would contain specific details discussed for the preliminary plat that are contained in the resolution. Ray Schreiner and Brian Junkermeier were present to answer any questions from the Council.

MOTION WAS MADE BY MILLER, SECONDED BY KNAPP, TO APPROVE RESOLUTION NO. 2017-40, A RESOLUTION APPROVING THE PRELIMINARY PLAT OF NORTH POINTE PLAT 5. MOTION PASSED 5-0.

CORRECTIVE QUITCLAIM DEEDS FROM EDA AND CITY OF COLD SPRING CONVEYING PROPERTY TO THE COLD SPRING BREWING COMPANY

Murphy explained that Cold Spring Brewing Company is reviewing the titles for the properties they own in Cold Spring and it was brought to the City's attention that several legal descriptions on the quitclaim deeds from the EDA and the City of Cold Spring need correcting. The City Attorney and the Brewery's Attorney have made the corrections as presented.

MOTION WAS MADE BY SCHMITZ, SECONDED BY KNAPP, TO APPROVE SIGNING THE CORRECTIVE QUITCLAIM DEEDS FROM THE EDA AND CITY OF COLD SPRING TO THE COLD SPRING BREWING COMPANY CONVEYING LOTS 1, 2, 3, 4, BLOCK 1, COLD SPRING BUSINESS PARK AND LOT 1, BLOCK 1 COLD SPRING BUSINESS PARK 4. MOTION PASSED 5-0.

DISCUSSION OF RENEWAL OF RICHMOND LAW ENFORCEMENT SERVICES AGREEMENT

Chief Blum stated that the Law Enforcement Services Agreement with the City of Richmond will expire at the end of 2017. Murphy stated that in preparation of renewing the agreement, the draft presented proposes another five-year term and a 2.5% fee increase. She stated that the basic structure of the agreement was proposed to stay the same with the only addition being the section on administrative

citations. The Council agreed that since both entities are satisfied with the agreement, they did not see a need for additional changes or further discussions.

MOTION WAS MADE BY THEISEN, SECONDED BY SCHMITZ, TO ENTER INTO THE LAW ENFORCEMENT SERVICES AGREEMENT WITH THE CITY OF RICHMOND FOR A TERM OF FIVE YEARS. MOTION PASSED 5-0.

POLICE DEPARTMENT REPORT

A. Monthly Activity Report

Chief Blum presented the monthly call statistics for the month of June.

B. Investigator Position Update

Chief Blum explained that in 2015 the Council had approved a Float/Investigator position and at this time he would like to separate the two positions duties. He stated that the officer filling the float position is the newest full-time officer and he would like to open the investigator duties to one of the other full-time officers that have more experience. He stated that if more than one officer submits a letter of interest for the investigator duties then a selection process will be done.

PUBLIC WORKS DIRECTOR REPORT

A. Well Drilling

Stueve explained that he had obtained three bids for drilling a twelve inch well capable of pumping 500 gallons per minute. He explained that he would move forward with the low bidder, Wheels Water Works from Melrose. Stueve stated that he will begin the process of obtaining a permit for the well with the Minnesota Department of Health.

MOTION WAS MADE BY THEISEN, SECONDED BY MILLER, TO APPROVE THE LOW BID BY WHEELS WATER WORKS FOR DRILLING A 12 INCH, 500 GALLONS PER MINUTE WELL, BY WELL #6, AT A COST OF \$30,000.00 AND FURTHERMORE, TO BE PAID OUT OF THE WATER BUDGET LINE ITEM 6413. MOTION PASSED 5-0.

B. Part-Time Help

Stueve explained that there is a period of time in the spring and in the fall, when the part-time parks workers are not available due to their school schedules. He stated he would like to advertise to hire a part-time on-call, year-round worker to fill those duties and also assist with snow plowing when needed.

MOTION WAS MADE BY SCHMITZ, SECONDED BY KNAPP, TO APPROVE ADVERTISING FOR THE HIRING OF A YEAR ROUND PART-TIME ON CALL WORKER TO ASSIST WITH SNOW PLOW DRIVING AND GROUNDS MAINTENANCE WORK AT \$16.94 PER HOUR. MOTION PASSED 5-0.

C. Froehle Property

Stueve stated that Xcel is almost finished installing the power at the Froehle property. He explained next the City will need to bury the service to Froehle's irrigator to fulfill the conditions of the property purchase agreement.

CITY ENGINEER REPORT

A. Main Street

Lintgen explained that the last rock ledge has been removed and next they will begin laying the gravel and paving the street. He stated that the fence for near the Country Store parking lot is still being fabricated. He stated that due to the delay, the fabricator will be providing pyramid caps for the fence posts on Red River Avenue and Main Street at no cost.

B. SW Infiltration Project

Lintgen explained that the Stearns County Soil and Water Conservation District will be installing signs by the tree boxes on the SW Infiltration Project. He stated the signs are an educational piece to inform the public of the project.

CITY ADMINISTRATOR REPORT

A. Approve Temporary Part-Time Office Assistant Job Description

Murphy explained that a job description was created for the temporary part-time Office Assistant position for the Administration Department. Councilor Theisen suggested adding “other duties as assigned” to the list of essential duties.

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE THE UPDATED JOB DESCRIPTION FOR THE TEMPORARY PART-TIME OFFICE ASSISTANT POSITION. MOTION PASSED 5-0.

B. Advertising for Temporary Part-Time Office Assistant

Murphy explained that the position would be for approximately 20 hours a week and have an anticipated start date of October 2, 2017.

MOTION WAS MADE BY KNAPP, SECONDED BY THEISEN, TO APPROVE ADVERTISING FOR THE HIRING OF A TEMPORARY PART-TIME OFFICE ASSISTANT. MOTION PASSED 5-0.

C. Highway 23 Coalition Membership

Murphy stated that the EDA discussed supporting the Highway 23 Coalition and recommended a joining the coalition for 2017 through 2018 at the Advocate Level with a contribution amount of \$1,500.

MOTION WAS MADE BY KNAPP, SECONDED BY MILLER, TO APPROVE A MEMBERSHIP TO THE HIGHWAY 23 COALITION AT THE ADVOCATE LEVEL AT A COST OF \$1,500 FOR 2017 THROUGH 2018. MOTION PASSED 5-0.

LIST OF BILLS AND ADDITIONS

MOTION WAS MADE BY THEISEN, SECONDED BY SCHMITZ, TO REVIEW AND ACCEPT THE PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$212,215.92 AND SUPPLEMENTAL LIST TOTALING \$22,070.50 PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

BUDGET WORKSHOP

Murphy presented various options of items that could be removed from the budget to reduce the levy for 2018. The Council discussed the options and was supportive of removing the fishing pier from the Parks Department budget and the blood pressure cuffs from the Fire Department budget.

MOTION WAS MADE BY SCHMITZ, SECONDED BY THEISEN, TO ADJUST THE BUDGETS ACCORDINGLY AS DISCUSSED BY THE CITY COUNCIL. MOTION PASSED 5-0.

ADJOURN

MOTION WAS MADE BY THEISEN, SECONDED BY KNAPP, TO ADJOURN AT 7:21 P.M., SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

Dave Heinen, Mayor

Brigid Murphy, City Administrator