

WEDNESDAY, SEPTEMBER 27, 2023 COLD SPRING CITY COUNCIL MEETING MINUTES

Mayor Dave Heinen called the meeting to order at 6:30 p.m. The following members were found to be present: Mayor Dave Heinen and Council Members Mike Fall, Ryan Hennen, Fran Ramler and Doug Schmitz. Absent: None. Others present: Kris Dockendorf, Jon Stueve, Jason Blum, Sam Butler, Lois Lieser, Kory Bellmont, Shannon Bertram and Joe Jelovnick.

APPROVAL OF THE AGENDA

MOTION WAS MADE BY HENNEN, SECONDED BY SCHMITZ, TO APPROVE THE AGENDA OF THE SEPTEMBER 27, 2023 CITY COUNCIL MEETING AS PRESENTED. MOTION PASSED 5-0.

CONSENT AGENDA

A. Minutes – September 13, 2023

B. Cold Spring Area Baseball Inc., LG220 Application for Exempt Permit, for a Raffle to be Held December 28, 2023 at The Side Bar & Grill

C. Nicholas P. Koenig HERO Foundation, LG220 Application for Exempt Permit, for a Raffle to be Held October 20, 2023 at The Great Blue Heron

MOTION WAS MADE BY FALL, SECONDED BY SCHMITZ, TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION PASSED 5-0.

ADOPT PRELIMINARY LEVY – RESOLUTION NO. 2023-24

Finance Director Lois Lieser presented the proposed preliminary 2024 tax levy. She explained several small changes to the budget since the last meeting, which resulted in a lower increase which is now 9.54%.

MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO APPROVE RESOLUTION NO. 2023-24, A RESOLUTION ADOPTING THE PRELIMINARY 2024 TAX LEVY, COLLECTIBLE IN 2024. MOTION PASSED 4-0. COUNCILOR RAMLER ABSTAINED DUE TO NOT BEING PRESENT AT THE BUDGET MEETINGS.

REQUEST FOR CO RD 2 ACCESSES – KORY BELLMONT & SHANNON BERTRAM

Kory Bellmont and Shannon Bertram were present to explain their request for access to Co Rd 2. Bellmont explained that they just closed on the 41-acre property, which is located north of Rocori High School and west of Co Rd 2. He stated they are requesting the accesses, since the City owned property makes their property landlocked. He explained they plan annex the property into the City for a subdivision and will be requesting two access points to Co Rd 2 from Stearns County.

MOTION WAS MADE BY FALL, SECONDED BY SCHMITZ, TO APPROVE THE REQUEST FOR ACCESS TO COUNTY ROAD 2 FROM KORY BELLMONT AND SHANNON BERTRAM, CONTINGENT ON AN EASEMENT AGREEMENT BETWEEN THE OWNERS AND THE CITY OF COLD SPRING, WHICH WILL BE SUBJECT TO NEGOTIATION AND SUBSEQUENT APPROVAL BY THE CITY COUNCIL; ALSO, APPROVAL IS CONTINGENT ON THE OWNERS RECEIVING APPROVAL FROM STEARNS COUNTY FOR TWO ACCESSES. MOTION PASSED 5-0.

APPROVAL OF STREET CLOSURE FOR ROCORI HOMECOMING PARADE

MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO ACCEPT THE RECOMMENDATIONS OF THE CITY ADMINISTRATOR, POLICE CHIEF, AND PUBLIC WORKS DIRECTOR AND APPROVE AS SUBMITTED THE REQUEST FOR STREET CLOSURE FOR THE ROCORI HOMECOMING PARADE ON FRIDAY, SEPTEMBER 29, 2023. MOTION PASSED 5-0.

PUBLIC WORKS DIRECTOR REPORT

A. Purchase Scissor Lift

Stueve explained that after a Safety and Loss Control audit which was completed by the League of MN Cities, it was identified that a scissor lift would be beneficial to more safely complete various tasks. The League encouraged staff to apply for a grant for the purchase, which staff did and was awarded. He stated that instead of renting the equipment, which is currently being done, the City would then own it. He stated that \$14,500 had been budgeted for this purchase for this year. The Council debated whether it was a needed purchase for the frequency of use and whether turning down a grant would impact future grant opportunities.

MOTION WAS MADE BY HENNEN, SECONDED BY HEINEN, TO APPROVE THE PURCHASE OF A SCISSOR LIFT FROM CENTRAL EQUIPMENT SALES AT A COST OF \$11,500, WITH HALF OF THIS BEING REIMBURSED THROUGH A GRANT FROM THE LEAGUE OF MINNESOTA CITIES FOR A NET

COST OF \$5,750; FURTHERMORE, TO BE PAID OUT OF THE WATER DEPARTMENT EQUIPMENT LINE ITEM #6311. ROLL CALL VOTE, AYES – SCHMITZ, HENNEN AND HEINEN, NAYES – FALL AND RAMLER. MOTION PASSED 3-2.

B. Purchase Utility Trailer

Stueve explained that the budget for this year included purchasing a utility trailer which will be used to haul lawn mowers and other equipment. Councilor Fall requested clarification as he thought there was a purchase of a utility trailer in the 2024 budget that was just approved. Staff clarified that the purchase of the trailer was budgeted for the 2023 year and that there was no trailer budgeted to be purchased in 2024.

MAYOR HEINEN CALLED FOR A VOTE ON THE PURCHASE OF AN 18-FOOT NOVA UTILITY TRAILER FROM FARMRITE EQUIPMENT AT A COST OF \$6,251.50; FURTHERMORE TO PAY FOR HALF OF IT OUT OF PARKS DEPARTMENT EQUIPMENT LINE ITEM #6311 AND THE OTHER HALF OUT OF STEET DEPARTMENT EQUIPMENT LINE ITEM #6311. ROLL CALL VOTE, AYES – HEINEN, HENNEN, RAMLER, SCHMITZ, NAYES – FALL. MOTION PASSED 4-1.

C. Discuss Maintenance Shop

Stueve stated he is awaiting an estimate from Stantec for the pole barn structure option.

CITY ENGINEER REPORT

A. Updates

City Engineer Sam Butler stated that for the 2023 Street Improvements Project, all utility installation is complete, the majority of the work is complete on the area west of Red River Avenue, and site grading and concrete work is still ongoing for the area east of Red River Ave. He stated that for the Industrial Wastewater Pretreatment Project the BVF tank test showed leaking and that the bolts had loosened so he is waiting for the inspection report on that. He stated that for the 2022 Sanitary Improvements there was some additional bracing needed for the utility bridge so those costs will be coming in yet. Lastly, he stated that the Lift Station #1 Rehab project design is ongoing with plans nearing completion for discussion at the next meeting.

POLICE DEPARTMENT REPORT

A. Updates

Chief Blum presented the monthly call for service report for August. He reminded motorists to be aware and cautious of school bus traffic throughout the community and at the school properties. He stated he provided information to the bus company about grants for video cameras for school buses.

CITY ADMINISTRATOR REPORT

A. Fire Hall Civil Engineering Design

Dockendorf stated that the proposal presented has been updated since the last time it was provided. MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO APPROVE THE COLD SPRING FIRE HALL BUILDING CIVIL DESIGN SCOPE AND FEE AS OUTLINED IN THE PROPOSAL DATED SEPTEMBER 22, 2023. MOTION PASSED 5-0.

B. Updates

Dockendorf explained that there were four applicants for the second round of Main Street grants and that all the applicants will be receiving at least a portion of funds that they applied for through the grant.

C. Other

Dockendorf explained that she would be working on an earned sick and safe time policy which will require extra work for both staff and employees.

COMMISSION UPDATES

A. Planning Commission

Councilor Hennen explained that the Planning Commission discussed the variance request from Central MN Habitat for Humanity which was removed from the Council agenda earlier in the week. He gave an explanation of the request and the discussion on the matter which resulted in a recommendation to deny the front year setback variance request. Hennen stated that the Planning Commission was looking at enacting a requirement for land surveys and grading plans for new construction projects, which should eliminate similar situations in the future.

Additionally, there was discussion on the large amount of time that the City Administrator spends on Planning and Zoning Administration and that contracting out those duties may be a possible option.

B. EDA

Councilor Ramler stated they discussed the second round of funding for the Main Street grants.

C. Park Board

The Park Board will be meeting next in October.

C. Rocori Trail

Councilor Schmitz stated that most of the punch list items are complete. He stated that an agreement is being discussed for additional mowing along the trail within the City limits.

LIST OF BILLS AND ADDITIONS

MOTION WAS MADE BY RAMLER, SECONDED BY HENNEN, TO REVIEW AND ACCEPT PAYMENT OF THE ACCOUNTS PAYABLE ACCORDING TO THE LIST TOTALING \$79,638.94 AND SUPPLEMENTAL LIST TOTALING \$36,390.23 AS PRESENTED BY CITY STAFF. MOTION PASSED 5-0.

CLOSED SESSION

At 6:17 p.m. Mayor Heinen announced that the Council would be going into a closed session, pursuant to Minnesota State Statute 13D.05 Subdivision 3(a) for the purpose of a Performance Review of the City Administrator. At 6:58 p.m. the meeting was re-opened. Mayor Heinen reported that they gave the City Administrator a good review.

ADJOURN

MOTION WAS MADE BY HENNEN, SECONDED BY FALL, TO ADJOURN AT 6:58 P.M. SEEING NO FURTHER BUSINESS TO COME BEFORE THE CITY COUNCIL. MOTION PASSED 5-0.

David Heinen, Mayor

Kris Dockendorf, City Administrator